



JOB DESCRIPTION

Job Title: **District Supervisor (Transportation Fleet Maintenance)**

Position Type: <b>Exempt</b>	Department: <b>Transportation</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Director of Transportation</b>
Salary Range: <b>4</b>	Location: <b>Transportation</b>
Term of Employment: <b>12 months</b>	Date: <b>June 30, 2022</b>

**Position Summary:**

Assists the Director of Transportation in a supervisory role of leading staff to consistently higher levels of safe, efficient, and quality transportation services for the Deer Valley Unified School District.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Essential Functions:**

- Responsible for safety and maintenance for 200 plus busses and 300 white fleet vehicles on a daily basis
- To evaluate subordinate level employees
- Daily management of 2.0 million dollar budget
- Supervisor directs and monitors the work of activities of lead and mechanics
- Formulates methods and procedures and methods for preventative maintenance programs, devising work schedules and making routing checks to verify progress.
- Handles all accident reporting with the Trust and various entities.
- Reports to all accident scenes to insure proper documentation and scene is preserved.
- Aides in estimation of cost and determining replacement as opposed to replacement.
- Oversee and direct maintenance and repair of 200 bus camera systems
- Directing maintenance and inspection of above ground fuel tanks and monitoring systems at 3 locations. With annual state reporting requirements.
- Oversee contracted services for outsourced vehicle repairs
- Maintains compliance with Department of Public Safety and School Bus Minimum Standards.
  
- Takes part in interviewing potential candidates, hiring and training.

- Plays an active role in addressing complaints and solving discipline problems occurring within the shop staff.
- Acts as a liaison between the shop and drivers for complaints and concerns.
- Oversees the schedule of work and establishes priorities for subordinate-level workers.
- Resolves technical and work-procedure problems and questions presented by subordinate-level workers.
- Instructs, inquires and counsels subordinate-level workers in carrying out a variety of tasks.
- Reviews, verifies, inspects and evaluates work of subordinate-level workers for quality control.
- Authorizes the orders and re-orders parts and supplies as needed.
- Certifies all vehicles for State Emission requirements.

**Marginal Duties:**

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the Director of Transportation.

**Supervisor Responsibilities:**

- Directs and supervises a variety of highly skilled tasks in the maintenance and repair of school vehicles.
- Manages all aspects of the garage.
- Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

**Skills/Abilities/Knowledge/Work Style:**

- Demonstrates the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Demonstrates the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Demonstrates the ability to deal with problems involving several concrete variables in standardized situations.
- Has an excellent driving record.
- Demonstrates the ability and desire to provide outstanding Customer Service.
- Demonstrates the ability to work effectively under time constraints.
- Must have a working knowledge of how to use technology, i.e. computers, scanners, diagnostic equipment etc.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.

- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must effectively interact with other department personnel.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Has knowledge of methods and techniques of automotive equipment, maintenance and repairs, including electrical repair, engine overhaul, A.C. systems, brakes, transmission-front and rear end and cooling system repair.
- Has skill in evaluating and determining causes for mechanical equipment failure.
- Has skill in work management and work leadership.
- Has a basic understanding of Zonar, GPS and video-systems.
- Has a basic understanding of experience in R.T.A. preferred.

**Certificates, Licenses and Registrations Required:**

- Must meet all requirements as outlined under ADOT R-17-4-50.
- Must have authorization to work in the United States as defined by the immigration Reform Act of 1986.
- Certified Emission Technician.

**Education and/or Experience:**

- High School diploma or general education degree (GED).
- Two year college or technical school degree or the equivalent; or
- Three years related experience and/or training.
- Three years management experience in a vehicle/bus maintenance type shop.

**Physical Demands:**

- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear.
- Must occasionally sit, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Environmental Conditions:**

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

**Comments:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*