

required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

REPORTS TO Fleet Manager

GENERAL RESPONSIBILITIES

1. Supervises mechanics and state certified school bus inspectors and school bus inspections.
2. Supervises the vehicle preventive maintenance program for buses and all other district vehicles.
3. Supervises and evaluates employees assigned.

SPECIFIC RESPONSIBILITIES

1. Supervises road calls and accidents with the dispatch office.
2. Supervises, coordinates, and directs the repair of all automotive equipment requiring either scheduled or unscheduled maintenance for assigned shift.
3. Coordinates the work schedule for the assigned shift with the Fleet Manager.
4. Provides daily reports on work completed and problems encountered.
5. Ensures that no unsafe vehicle is placed into operational service.
6. Reports to the Fleet Manager any vehicle that is uneconomical to repair based on age and mileage requirements.
7. Performs assigned computer entry as required.
8. Coordinates with the Dispatch Branch regarding the assignment of substitute buses.
9. Instructs personnel in the use of special tools, test equipment, air conditioning recovery systems and technical procedures.
10. Inputs completed work order information for fleet maintenance.

11. Monitors all fuel pumps, leak detecting systems and keeps records of all hazardous materials.
12. Performs other duties as assigned.