



TRANSPORTATION MECHANIC SUPERVISOR

Job Overview

The job of Transportation Mechanic Supervisor was established for the purpose/s of providing support to the transportation operations with specific responsibilities for ordering, and pulling vehicle parts and shop supplies; ensuring specifications, quantity and quality of orders are correct; verifying stock and keeping logs of various District equipment; ensuring safe operation of vehicles; and maintaining an organized layout and safe work environment

This job reports to the Transportation Director.

Job Functions

- Schedules repairs and service of vehicles in a timely manner. Follows up with mechanics and vendors to ensure schedule is maintained.
- Effectively communicates with drivers to find root cause of problems with vehicle.
- Organizes and coordinates spare buses with dispatch, ensure drivers are notified in a timely manner if drivers need to take spare buses.
- Maintains and follows maintenance budget.
- Establishes and manages vendors.
- Prepares weekly reports to the Director concerning status of the number of buses off site and expected return or reason for delays.
- Establishes work schedules of mechanics to ensure adequate coverage at all times.
- Establishes and maintains a training program to ensure all mechanics are trained in all aspects of diesel mechanic work.
- Schedules and attends yearly training sessions with vendors to keep abreast of any and all upgrades. This is to include, but not limited to, diesel engines, transmissions, coolant systems, electrical systems, etc.
- Ensures employees are trained in yearly computer upgrades of Allison, Cummins, and Zonar systems.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Travel

Checks roads during inclement weather days. Travels for diesel mechanic training sessions from vendors.

Working Environment

Working in open bays, exposed to weather elements. Exposed to weather, temperatures, dust, chemicals, heavy machinery noise level, etc.

Generally, the job requires 20% sitting, 40% walking, and 40% standing.

Physical Requirements: Able to lift a minimum of 70 pounds. Significant carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.



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Qualifications

Minimum experience: Five years of experience as a diesel mechanic.

Minimum education: High school diploma or equivalent.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Strong attention to detail with regards to the quality and inspection of every service.
- Ability to handle multiple and conflicting priorities.
- Leadership skills and a proven ability to work well with co-workers, showing at all times, a high level of motivation and energy.
- Excellent written and oral communication skills.
- Ability to hold employees accountable for work performed.
- Proficient in MS Office products: Word, Excel, and Outlook.

Required Testing:

Alcohol & Drug Test

Required Certificates and/or Licenses:

Bus Driver License (CDL)

FLSA Status:

Exempt

Continuing Education/Training:

None Specified

Clearances:

Criminal Justice Fingerprint/Background
Clearance

Employee Type:

Classified

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