

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Assistant Garage Supervisor	<b>REPORTS TO:</b>	Manager, Fleet Maintenance
<b>DEPARTMENT:</b>	Transportation Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	044 AASD Supervisors'
<b>ISSUED:</b>	October 13, 2009		

---

**BASIC FUNCTION:**

Under direction, assist in supervising the personnel, activities and repair functions of the Transportation Services Department; perform estimating and inspection work.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Assist in planning, organizing, scheduling, assigning, and directing the work of staff engaged in the major and minor repair, servicing, and modification of all types of district owned rolling stock, including automobiles, school buses, trucks, tractors, grading and earth-moving equipment, cranes, pumps, generators, cement mixers, shop equipment, and other powered equipment. **E**

Provide technical support and assist in the coordination of daily work within the shop; supervise the work of the automotive repair technicians and other staff as assigned. **E**

Assist in the administration of contracted equipment repairs and assist in determining the necessity for repair or recommend replacement of equipment. **E**

Assist in researching and implementing new buses, vehicles, and support equipment. **E**

Road test new and repaired rolling stock for operating efficiency and service ability. **E**

Coordinate vehicle repairs with other supervisors. **E**

Make operational decisions in the absence of supervisors and respond to emergency repair needs. **E**

Obtain required registration and licensing of equipment. **E**

May assist with implementing and monitoring of warranties.

Estimate job costs and prepare budget estimates. **E**

Maintain rolling stock cost and service records. **E**

Assist supervisors in the selection and training of new employees. **E**

Observe and enforce health and safety regulations. **E**

Prepare or assist in the preparation of technical specifications for vehicles and equipment. **E**

Assist in the inspection of newly obtained vehicles to insure conformance to specifications. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to three years of recent, full-time, paid experience as a lead worker or supervisor of a fleet and/or transportation operation engaged in the repair and/or operation of machinery and automotive equipment, including estimating experience (other equivalent combinations of training and experience may be considered).

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license appropriate to the types of equipment operated or road tested.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern methods, equipment, tools, materials, and practices used in the repair of a variety of vehicles, machines and equipment.

Applicable laws, codes, regulations, policies and procedures relating to school transportation.

Diagnostic procedures for vehicles and equipment.

Operation of computerized and specialized equipment uses in the diagnosis and repair of vehicles including on-board systems and electronics.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles.

Technical aspects of field of specialty.

Preventative maintenance practices.

Health and safety regulations specific to the trades.

Operation of a computer and assigned software.

Record-keeping techniques.

Reading and writing English communication skills.

**ABILITY TO:**

Demonstrate skill in planning, supervising, and evaluating the work performance of others.

Interpret and apply applicable laws, codes, rules and regulations.

Read blueprints and specifications and to estimate material and labor costs.

Perform skilled mechanical work in the inspections, diagnosis, repair and maintenance of school buses and a variety of large and small diesel, gas and alternative fueled District vehicles and equipment.

Communicate effectively both orally and in writing.

Maintain cooperative relationships with others..

Plan and organize work to meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Estimate materials and supply costs.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain current knowledge of technological advances in the field.

Observe and enforce health and safety regulations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving continuous heavy physical exertion and/or driving; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting light and heavy objects.

Issued 10.13.09

Job Code 8204

JB