

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	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>	048 AASD Supervisors'
<b>ISSUED:</b>	October 13, 2009		

---

**BASIC FUNCTION:**

Plan, organize, and supervise personnel and activities of the automotive and equipment maintenance and repair functions of Transportation Services Department.

**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**

Plan, organize, schedule, assign, and direct 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**

Determine the necessity for repair or recommend replacement of equipment. **E**

May road test new and repaired rolling stock for operating efficiency and serviceability.

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

Make operational decisions in the absence of the manager and provide emergency service. **E**

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

Implement and monitor all warranties. **E**

Prepare and maintain vehicle operations and maintenance records and reports; prepare cost reports and analysis; compile data as necessary; assist with estimating job costs and preparing budget estimates. **E**

Maintain adequate levels of parts and stock inventory; purchase stock and non-stock automotive parts, tools, equipment, materials and supplies; coordinate purchases between suppliers and the district's purchasing unit; prepare and process job-material requisitions. **E**

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

Select and train new employees. **E**

Observe and enforce safety regulations. **E**

May prepare or assist in the preparation of technical specifications for vehicles and equipment.

Inspect 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 four 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 and gas 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 8205

JB