



EMPLOYEE NAME: _____

Revised: 1/86; 10/91; 3/92; 9/92; 3/93; 5/93; 6/93; 11/94;
5/95; 10/96; 1/98; 5/07; 7/07; 9/08; 01/10; 10/12; 6/18; 2/19

JOB DESCRIPTION

POSITION TITLE: Supervisor, Bus Shop	JOB CODE: 462A
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory
DEPARTMENT: Fleet Maintenance	WORK DAYS: 238
REPORTS TO: Associate Director, Fleet Maintenance	PAY GRADE: Rank G (NK07)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Plans and supervises the work of mechanics, helpers, and related personnel in the repair and maintenance of buses and related equipment.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree or its equivalency required (2 years of similar work level experience = 1 year of college) A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Valid Georgia Driver’s License and safe driving record; must be able to obtain a valid Georgia Class B Commercial Driver’s License within 60 days/2 months of start date
3.	Experience: 5 years mechanical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a maximum of 75 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership, management; mechanical; computer skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises and assigns work to mechanics, helpers, and related personnel.
3.	Maintains employee time and leave records.
4.	Inspects work performed by mechanics and other personnel in process and, upon completion; ensures that proper standards of repair work are maintained.
5.	Inspects tools and maintains equipment for condition and proper use.
6.	Coordinates emergency road service or assigns mechanics to such service.
7.	Prepares, maintains and supervises scheduling of PM’s, repairs and completes documentation to meet state requirements.
8.	Maintains the safety and security of workplace while maintaining an acceptable appearance of facility and grounds.
9.	Supervises and instructs mechanics in the repair and reconditioning of vehicles, other standard and specialized machinery and equipment.
10.	Observes performance of subordinates in inspection, overhaul, repair and modification of equipment.
11.	Conducts annual evaluation for assigned personnel according to established procedures.
12.	Supervises preparation and maintenance of records and reports incidents to equipment repair and maintenance.
13.	Alerts Associate Director of Fleet Maintenance to future requirements.
14.	Indoctrinates new personnel concerning shop methods and operating procedures such as work orders, specifications, routing, sanitary and safety program.
15.	Demonstrates working knowledge of Fleet Maintenance computer systems.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____