

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: EXEMPT
TITLE: TRANSPORTATION FLEET SUPERVISOR
CALENDAR: [TRANSPORTATION FLEET SUPERVISOR](#)
SALARY: [GRADE E](#)

Effective July 1, 2006, a post-offer physical and drug screening test is required for this position.

Job Goal: To provide our students with the knowledge, skills and attitudes to become life-long learners and responsible citizens by: Developing, maintaining, and coordinating all aspects of vehicle maintenance and repair service for CUSD assuring conformity to all Federal, State and CUSD safety regulations.

Minimum Qualifications:

- High school diploma or equivalent
- Satisfactory criminal background check
- Five years' experience in diesel mechanics involving complex repair and maintenance of medium or heavy duty trucks or buses
- Four years' experience preferred as a supervisor in a shop setting with knowledge and capability of enforcing Federal, State, District and Department policies and procedures
- Experience preferred in the repair and maintenance of medium or heavy duty trucks or buses powered by compressed natural gas
- Good communication and good human relations skills
- Strong organizational skills
- Good computational skills
- Ability to work with various groups and administrators
- Knowledge of computerized maintenance, parts inventory, budget and fleet management
- Complete knowledge of all mechanical systems of medium or heavy duty trucks or buses, and associated diagnostics. Knowledge of school buses preferred
- Good knowledge of computer programs including maintenance software, word processing, spreadsheets, database programs, and programs specific to Transportation
- Ability to manage multiple projects or assignments
- Ability to operate standard business equipment, including computer
- Knowledge of and adheres to all policies, regulations and procedures.
- Vision and hearing adequate to exercise job responsibilities in a safe manner
- *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
 - Ability to exert 40-50 lbs of force frequently, to lift push, pull or otherwise move objects
 - Ability to walk, reach, climb or balance, stoop or kneel
 - Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Responding to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner.
- Being responsible, reliable and punctual
- Coordinate and support vehicle breakdowns and accidents

- Creating and maintaining courteous relationships with all CUSD staff, vendors, and treating everyone with respect
- Motivating and creating enthusiasm and creativity among shop staff through strong leadership and mentoring skills
- Creating and cultivating a comfortable and friendly work environment
- Facilitating the continuous process for shop improvement in partnership with shop personnel
- Directing constructive criticism toward improving the district.
- Exercising positive problem solving behavior and conflict resolution skills.
- Adhering to the dress code appropriate to the site and job.
- Sharing sensitive staff information on a need to know basis.
- Overseeing the quality of work and evaluating employees under his/her supervision
- Coordinating quality control preventative and corrective maintenance and repair service on all vehicles, assuring all current safety regulations are met
- Coordinating the maintenance of current vehicle and parts inventory records
- Performing and/or overseeing input of vehicle work orders into vehicle maintenance software program
- Evaluating and assigning vehicle mechanics' daily duties
- Managing all minor and major repairs on buses, automobiles, trucks and other mechanical equipment and coordinating necessary repairs
- Estimating the time and the total cost of repairs to the equipment
- Performing input of purchase requisitions through CUSD's software program. Organizing, verifying and categorizing parts invoices for prompt submission to the CUSD Purchasing Department
- Working with department head to develop a realistic budget for district vehicle procurement and maintenance
- Directing activities and requirements for emission testing for school buses and support fleet and annual DPS state inspections for school buses, assuring top quality conformity of the bus fleet
- Compiling information and preparing a variety of statistical reports in conformity with state and/or federal requirements
- Being flexible and performing other duties relating to general job function as assigned

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner