

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Assistant Vehicle Maintenance Manager

Department: Operations

Grade: 499

Days Per Year: 260

Job Description

Date Reviewed: July 2017

Reports To: Vehicle Maintenance Manager

Purpose of Job

The purpose of this job is to assist the Transportation Department's Vehicle Maintenance Manager with supervising and coordinating the day-to-day activities of the Vehicle Maintenance employees of the School System. Duties and responsibilities include ensuring school transportation safety by assisting with implementation and supervision of repairs and preventative maintenance programs on 400 system owned vehicles and 45 additional government owned vehicles. Operates as liaison between Mechanics, the Vehicle Maintenance Manager, Bus Drivers, Dispatchers, State Inspectors, and the Transportation Manager. Reports to Vehicle Maintenance Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

- Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigns work, provides counsel, and recommends disciplinary and other personnel actions. Participates in the interview process and is involved in the hiring of new employees, and termination of underperforming employees.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies, follows federal laws, state laws, school board policies, and professional standards.
- Assists Vehicle Maintenance Manager with operating and approving system repairs for 445 motor vehicles including school buses, trucks, tractors, forklifts, vans, cars, etc.; files maintenance records. Assist in and scheduling all services and repairs. Assists with training of all mechanics and oversees ASE Certification of all diesel mechanics. Prioritizes work assignments based on man-hours and time frame requirements. Ensures work flows in an orderly fashion. Schedules work according to the needs of the District.
- Supervises early maintenance shift and in absence of Vehicle Maintenance Manager.
- Supervises and offers consultation and instructions to Line Mechanics on all phases of repairs from beginning to final completion as needed in accordance with manufacturers' instructions and State and Federal regulations; road tests vehicles
- Provides technical and mechanical assistance, on an as needed basis, to ensure the timely and professional completion of work.

- Inspects and repairs electrical systems, engines, carburetors, cooling systems, exhaust systems, brake systems, transmissions, wiper motors, etc. Serves as point of contact with manufacturer representatives and oversees implementation of all factory warranties to rectify all bus recalls.
- Monitors two-way radio and answers service calls regarding breakdowns and vehicle maintenance problems; assigns wrecker service. troubleshoots problems and resolves problems or situations as needed.
- Communicates with and advises Bus Drivers on maintenance problems; instructs mechanics on vehicle repairs.
- Prepares and files billing statements.
- Oversees shop area and ensures that Vehicle Maintenance staff maintains a clean and safe shop that is free of safety hazards.
- Reviews Parts Department Inventory records to ensure adequate supplies. Exercises discretion and independent judgment with respect to submitting purchase orders for parts and equipment required and reviews invoices and pay requests for correctness. Recommends purchase or employment of qualified vendors or systems. Recommends the discontinuation of the use of unqualified vendors or systems.
- Maintains close contact with manufacturers of various types of equipment and machinery used by the department in order to maintain up-to-date equipment specifications and become knowledgeable of new equipment developments and advancements. Keeps up with all new vehicle diagnostic software purchasing.
- Ensures that software is up-to-date and trains employees how to use updated versions of existing software.
- Assume the duties and responsibilities of the appointed Vehicle Maintenance Manager when absent.
- Conducts inspections at all shops on services and other work that is completed.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or Technical degree in automotive maintenance required. With three to five years of vehicle maintenance and supervisory experience, preferable within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee commercial Drivers License. Must be ASE certified.

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System and vehicle maintenance practices as they pertain to the performance of duties relating to the job of Assistant Vehicle Maintenance Manager. Has working knowledge of vehicle repair and maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective

manner. Has good organizational, management, technical and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date