

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

Job Title: Vehicle Maintenance Manager

Department: Operations

Grade: 501

Days Per Year: 260

Job Descriptions

Date Reviewed: March 2013

Reports To: Chief Operations Officer

Purpose of Job

The Vehicle Maintenance Manager will be responsible for all vehicle maintenance and recovery activities for all district vehicles. This includes planning, budgeting, and overseeing the development of specifications for work accomplished in-house and work done by contractors. Responsible for supervising and directing assigned staff at three vehicle maintenance locations. Approves, distributes and coordinates routine work requests, coordinates call-in requests, and responds to both major and minor "crisis" responses. Reviews pending work requests, and provides overall management to the Vehicle Maintenance Department and related activities.

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 required and assigned.

- Supervises, directs, and evaluates assigned staff. Handles employee concerns and problems, assigns work, counsels, evaluates training, and recommends disciplinary and other personnel actions.
- Plans, organizes, implements and supervises all mechanical repairs for 380 motor vehicles including school buses, trucks, vans, cars, EMS vehicles, Sheriff vehicles, etc.; maintains system repair records for roads and grounds, large equipment, tractors and grounds keeping equipment assigned to all schools.
- Supervises purchasing of parts, tools, accessories, etc., as needed for vehicle repair, two-way radio repair and the vehicle preventative maintenance programs.
- Supervises and maintains parts and tool inventory.
- Serves as a member of the Operations Department Leadership Team.
- Assists Chief Operations Officer and Fleet Safety Officer in responding to, documenting, and evaluating motor vehicle accidents/incidents.
- Receives, implements, and supervises after-hours and weekend service calls; operates two-way radio and cell phone to provide day and night on-call vehicle maintenance and recovery service coverage.
- Accepts, reviews, and approves employee time sheets.

- Supervises five fueling stations including maintaining inspection and EPA records, purchasing, inventory, management, additives, fuel dispensing and station operations. Advises and assists Fuel Station Attendants on supplies and repairs.
- Receives, inspects, and licenses all new Montgomery County School System vehicles. Maintains Title safe.
- Responsible for key control of all school buses. Responsible for receipt of park at home buses.
- Collates and transfers copies of billing statements and work orders to COO.
- Plans with Custodians and Drivers to maintain safe and clean shop area for mechanics; advises Bus Drivers on maintenance problems; instructs mechanics on vehicle repairs; communicates with vendors regarding purchase orders.
- Assists State Inspectors with annual Department of Safety vehicle inspections of all school buses.

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 ten to fifteen years of Vehicle Maintenance and supervisory experience, preferable within a local government (or related experience); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid (Class A) Tennessee Commercial Driver's License with "P" and "S" endorsements.

KNOWLEDGE OF JOB

Has general 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 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 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 department operations and activities. Is able to effectively communicate and interact with 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, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including handling of emergency situations, determining, and deciding upon procedures to be implemented, setting priorities to be implemented, maintaining standards, and resolving problems. 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 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**