

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Vehicle Maintenance Manager

Department: Operations

Grade: 91

Reports To: Chief Operations Officer

Date: March 2013

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.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as a computer, printer, copier, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Must be able to lift and/or carry weight of forty pounds. Physical demand requirements are at levels of those for Medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical/administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Vehicle Maintenance Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Vehicle Maintenance Manager.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have high levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions, and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Vehicle Maintenance Manager.

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

Supervisor's Signature

Date

Date