



## Columbia County School District Job Description

<b>Position Title:</b> Mechanic Supervisor I		
<b>Department:</b> Transportation	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI- Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, N	<b>Pay Type:</b> Non – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Director of Transportation		
<b>Supervise:</b> Mechanic I, Mechanic II, Mechanic Apprentice, Gas Attendant		

### MINIMUM QUALIFICATIONS

**Education/Certification:** High School Diploma or GED required. Must have a valid Georgia Commercial Driver’s License (Class B) and comply with all Georgia Department of Education and Department of Transportation mandates for physicals, drug and alcohol screenings. Must maintain Class B UST Certification

**Essential Knowledge and Skills:** Advanced knowledge of automotive mechanics and maintenance; Ability to direct the day to day activities and work assignments of employees and coordinate shop operations; Verbal and written communication skills

**Experience:** Five years of experience in vehicle repair and maintenance procedures required. Previous supervisory experience helpful. Working knowledge of underground storage tank management.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Receive all work orders, assign priority and evenly distribute work orders to employees to ensure timely completion of work and efficient use of assigned personnel.
- Oversee completion of all work orders; verify appropriate work is completed, inspect work performed by mechanics to verify it meets established standards; maintain all necessary paperwork.
- Establish preventive maintenance and care schedules and delegate work to assigned employees; perform routine vehicle maintenance and preventive care.
- Use diagnostic equipment to evaluate mechanical problems in vehicles; provide cost estimates and recommend all repairs.
- Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories. Train and assist mechanics in carrying out these duties.
- Organize all outside contract repairs when work cannot be performed effectively in the shop.
- Responsible for performing or assigning welding and minor bodywork to keep vehicles operating.
- Contact vendors to check on availability of parts/supplies; locate and requisition all parts needed for vehicle repair.
- Review mechanical concerns with mechanics to determine the best solution; assist them in resolving repair problems.
- Responsible for performing state safety inspections for all CCBOE vehicles and maintaining appropriate records.

- Oversee the daily tasks of cleaning buses and service trucks to insure the more than 275 buses are efficiently serviced.
- Direct the upkeep and proper appearance of the shop and parking lot area.
- Serves as a Class B UST (Underground Storage Tank) operator responsible for assuring safe fueling practices. Documents opening and closing fuel pump readings, monitors underground fuel levels daily and notifies Fleet Manager when fuel shipment is required.
- Operate tools, equipment, and machinery according to specified safety procedures.
- Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.; assist in training employees on all safety procedures.
- Monitor safe working habits of employees and retrain or recommend discipline for safety violations.
- Assists in training new drivers on the proper use of vehicle instruments and safety features of their bus.
- Correct unsafe conditions in the work area and report any unsafe conditions that cannot be rectified to the Fleet Manager.
- Responsible for maintaining the shop, equipment, and tools in safe operating condition.
- Request equipment and supplies as needed; recommend replacement of existing equipment.
- Oversee taking regular inventory of service truck tools and supplies; conduct annual inventory of physical equipment and supplies.
- Maintain stock and inventory records; assist with recommendation for required equipment, tools and supplies for annual department budget.
- Assist in recruiting, screening and interviewing of applicants for open positions.
- Contribute specific job performance information on employees to the Fleet Manager for completion of annual employee evaluations.
- Recommend any additional training necessary or if disciplinary action is necessary to the Fleet Manager.
- Monitor employee EMMA time clock records for accuracy; compare with assigned work hours to determine excessive tardiness or absenteeism. Insure proper paperwork/online reporting is complete for any time not recorded. (Sick, Personal, Annual leave, etc.)
- Monitor extra work hours to prevent unnecessary employee overtime.
- Understand laws and regulations on transportation and safety.
- Operate bus as needed and be familiar with bus routes.
- Other duties as assigned.

**Physical Requirements:** Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, and with vehicles and machinery with moving parts. Frequent exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

**Other Requirements:** Scheduled hours are between 5:30 a.m. to 5:30 p.m. but often required to work irregular or extra hours. Must respond to after-hours/weekends emergency calls as needed.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** October 13, 2015