



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Mechanics Supervisor</b>
<b>SCHOOL/DEPARTMENT</b>	Transportation
<b>SALARY</b>	Salary Grade 70 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Assistant Director of Transportation
<b>SUPERVISES</b>	Mechanics/ Technicians
<b>WORK WEEK SCHEDULE</b>	Monday – Friday or as scheduled; on call 24/7
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Mechanics Supervisor operates as the Fleet Operations Supervisor and is responsible for supervising shop operations; assisting mechanics/technicians; scheduling, assign service, and repair needs; repairing, servicing and maintaining buses and equipment and preparing and maintaining maintenance records. More specifically, the Mechanic Supervisor develops the plan for the entire school system vehicle maintenance program which includes school buses, activity buses, staff cars and other staff support vehicles and equipment. The Mechanic Supervisor implements, executes and monitors the plan on an hour-to-hour, day-to-day basis. Additionally, s/he sets the schedule and assigns the work force to ensure the annual safety and emission control inspection is completed by qualified mechanics/technicians for all school system owned staff vehicles to ensure compliance with applicable N.C. Statutes and works the interface with the NCDMV to ensure OCS testing equipment and software are adequate and meet the state requirements. As part of their responsibilities, the Mechanic Supervisor also provides staff instruction and training, reviews shop mechanic/technician completed work orders prior to entering the information into the Business Systems Information Portal (BSIP), and tests, inspects, and provides quality control for completed motor vehicle maintenance actions. The Mechanic Supervisor also evaluates job performance of department technicians and receives emergency calls for repair and /or service to the various mechanic disciplines. The Mechanic Supervisor is required to maintain a set of automotive tools necessary to perform job duties.

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the characteristics and operating principles of internal combustion engines
- Considerable knowledge of methods, practices and procedures in repairing, overhauling, and maintaining gasoline and diesel powered automobiles and trucks
- Considerable knowledge of the materials and parts used for the repair of automotive equipment
- Considerable knowledge of the various testing devices, machines and hand tools used in mechanical repair work
- Considerable knowledge of the preventive maintenance program required by state law
- General knowledge of the occupational hazards and proper safety precautions of the work
- Skilled in the use of machine and hand tools
- Ability to supervise the work of subordinates and instruct employees in proper work techniques
- Ability to plan work details and carry out work assignments
- Ability to exercise considerable independent judgment in applying standards to technical aspects of work
- Ability to understand and follow oral and written instructions
- Ability to effectively express ideas orally and in writing
- Ability to maintain accurate files and compile data into report form
- Ability to perform the manual labor associated with major mechanical repair work
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Solid working knowledge of the Federal Motor Vehicle Standards that apply to school and activity buses
- Ability to ensure repair parts used and repair actions taken comply with those Federal Motor Vehicle Standards
- Ability to maintain technical currency to provide technical assistance to shop mechanic/technician staff to fault isolate unusual or new repair problems

### **EDUCATION, TRAINING, AND EXPERIENCE**

- High School Degree
- Ten (10) to fifteen (15) years of experience with training in repair and maintenance of automotive equipment
- Five (5) years of supervisory experience
- Working knowledge of computers
- Any equivalent, documentation of training and experience that provides the required knowledge, skills, and abilities may be considered.

### **CERTIFICATION AND LICENSE REQUIREMENTS**

- Must possess a valid Class A commercial driver's license with T, P and S endorsements
- Certification as a fork lift operator
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Associate's Degree or vocational degree from an accredited institution in the field of auto mechanics, commercial vehicle maintenance, or related field
- Five (5) years of experience in a public school setting supervising school bus, activity bus, and school vehicle maintenance

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists the Transportation Technician II with the enforcement of the program strategy to ensure that all OCS school and activity buses receive a safety inspection at least once every 30 days in accordance with state requirements.
2. Must take action each workday to ensure buses are shuttled between the bus garage and bus parking locations to receive the required 30 day inspection.
3. Set the schedule and assign the work force to ensure the annual safety and emission control inspection is completed by qualified mechanics for all system-owned staff vehicles to ensure compliance with applicable North Carolina Statutes
4. Work the interface with the NCDMV to ensure GCS testing equipment and software is adequate and meets state requirements
5. Act as the key manager for the school and activity bus preventive maintenance (PM) program
6. Schedule PMs based upon SVFMS produced listing of vehicles due
7. Reviews monthly NCDPI reports to assess Shop Mechanic/Technician compliance with PM timing requirements (This is a special interest, pass/fail item checked each year during the annual NCDPI Transportation Services bus maintenance compliance inspection)
8. Establish the emergency program response guidelines; must provide 16 hours of Control Room coverage each school day
9. Is on call 24 hours a day, 7 days a week to respond to vehicle breakdowns and emergencies including those for other counties visiting or passing through the local area
10. Receive routine and emergency service calls via UHF radio and telephone and directly tasks shop and/or route mechanic/technician respondents to those calls
11. Notify the director and the appropriate route operations supervisor of bus accidents and incidents
12. Primary control point for bus operational problems during inclement weather
13. Review shop mechanic's completed vehicle maintenance work orders (TD-18) to ensure repair
14. actions taken and parts used are properly coded at the component or sub-component level for entry into the Business Systems Information Portal (BSIP)
15. Manage the shop vehicle recall program, the shop vehicle warranty program and the vehicle and sub-assembly contract repair programs for all school and activity buses and sub-assemblies thereof
16. Ensure that appropriate repairs are completed and documented
17. Account for parts and labor consumption for reimbursement purposes
18. Monitor and act as the liaison with the contractor performing any contracted repairs
19. Provide technical assistance and direct the recovery of stranded and/or damaged vehicles
20. Responsible for the wrecker operations and to ensure qualified personnel are available to operate the wrecker
21. Test, inspect, accept or reject completed work of shop mechanics/technicians
22. Maintain the vehicle status board depicting vehicles out of commission and the reasons including out for warranty work, out for parts or out for body repairs or corrosion control
23. Develop procedures to monitor status of work and coordinate, as necessary with the bus operations supervisors when repair or service action delays will impact on school or activity bus

availability

24. Manage shuttle bus operations by placing the right capacity replacement bus for operational buses needed at the shop for PM or other repairs
25. Serve as the department focal point to receive and respond to all FM radio communications; respond to non-bus maintenance related distress calls from school bus drivers
26. Assist mechanics/technicians with diagnosing repair problems in the shop and by radio at the bus parking sites; approve recommended repair actions
27. Set the procedures for, direct, and spot check employee compliance to ensure shop equipment is maintained in safe working condition
28. Perform and document OSHA compliance inspections
29. Ensure Material Storage Data Sheet information is current and immediately available to all employees
30. Ensure all employees are familiar with and actively support department safety programs
31. Evaluate job performance of shop mechanics/technicians
32. Counsel employees (shop mechanics/technicians) regarding job performance and compliance with school system standards when necessary
33. Ensure all shop mechanics/technicians are at their work sites at designated times and efficiently fulfill the duties of their job
34. Monitor employee time and attendance cards
35. Prepare, verify and sign monthly time and attendance reports
36. Schedule and/or provide on-the-job instruction and monthly safety meetings for all employees supervised
37. Schedule employees for staff development and mechanical currency courses
38. Assist with screening of job applicant credentials and promotion of current employees
39. Supervise training of new vehicle maintenance employees
40. Set the time parameters, schedules and monitor new employee progress for training and testing to obtain their CDL and required endorsements and related certifications
41. Perform other duties as assigned by the Director of Transportation or the Assistant Director of Transportation

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered medium to heavy physical work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must be physically able to operate a variety of equipment and machinery including service trucks, buses, support vehicles, etc. and various mechanics' equipment and tools such as hydraulic presses, break lathes and valve grinders.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*