



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Fleet Maintenance Supervisor

Reports to: Director of Transportation
Department: Transportation
Compensation: CA-16
Overtime Status: Non-Exempt
Date Job Revised: November 21, 2016

Position Summary: Coordinates and administers projects and programs involving fleet maintenance activities and functions. Organizing work, setting priorities, meeting critical deadlines and following up assignments with a minimum of direction.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalent.

Specialized Knowledge, Licenses, etc:

- Must possess or obtain a Class A Commercial Drivers License with air brakes/passenger endorsement.
- Must possess or obtain a State of Oklahoma Bus Driving Certificate.
- Must possess or obtain an ASE Master School Bus Technician Certification.
- Must possess or obtain a Compressed Natural Gas, State certification.
- Must possess the knowledge of principles and practices of fleet management operations, materials, practices and equipment used in automotive and hydraulic repair, safety practices related to a fleet garage operation.
- Must understand computer applications (Word, Excel, Access, Outlook and Power Point) related to the work used in researching, compiling and summarizing a variety of informational and statistical data and materials needed to compile and prepare reports concerning fleet maintenance, logistics and budget activities. This data will also be needed to perform evaluation studies of motor equipment downtime and motor equipment utilization.

Experience:

- Minimum of ten years experience in mechanical repair of diesel, gasoline powered trucks, automobiles and school buses.

Specific Training/Skills:

- Must possess, or be willing to obtain training in the areas of computer operations.

Physical Requirements (If Applicable):

Other:

- Must have a positive attitude and display strong self initiative and have good written and oral communication skills.
- Must be willing to work varied shifts, if required.
- Must have good communication, written skills and computer knowledge.

- Must be able to plan, organize, prioritize, prepare schedules and manage people effectively.
- Must have skill in using tact, discretion, initiative and independent judgment within established guidelines.
- Must be able to design and implement training programs for staff and departmental equipment operators.
- Must understand basic budgetary principles and practices along with a thorough understanding of standard business arithmetic, including percentages and decimals.
- Must be able to administer staff and activities, either directly or through subordinate supervision.
- Must understand completely all applicable state, federal and local laws, rules and regulations.

Scope of Authority (If Applicable):

Customer Contacts (Internal and External):

- Internal – Transportation personnel, maintenance staff, school personnel.
- External – Vendors.

Duties and Responsibilities:

- Required to perform diagnostics, repair and rebuilding of a wide variety of makes and models of school buses, automobiles and trucks.
- Required to perform administrative duties as necessary to job function.
- Analyze and monitor reports.
- Attend mandatory meetings.
- Provide training.
- Inclement weather operations.
- Emergency response when necessary.
- Facilities inspections.