

Assistant Transportation Shop Manager

Purpose Statement

The job of Assistant Transportation Shop Manager is done for the purpose/s of providing the day-to-day needs of vehicle maintenance; ensuring the availability of vehicles in safe operating condition includes determining needed repairs and/or replacements on district vehicles; working directly with the Transportation Shop Manager; and providing written documentation of repairs to meet district, state and federal requirements.

Essential Functions

- Assists with State Inspections for the purpose of meeting district, state and federal requirements related to school bus transportation.
- Coordinates with the Transportation Shop Manager for the purpose of ensuring that any needs related to bus repair and/or shop needs are addressed.
- Coordinates parts inventory with parts person for the purpose of maintaining it at optimal level necessary for departmental function.
- Maintains manual and electronic documents, files and records (e.g. gasoline/diesel sheets, parts inventory, purchase orders, repair orders, bulk fuel purchases, invoice coding, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Oversees the completion of daily work assignments by personnel within shop work area for the purpose of ensuring that functions are performed effectively and in compliance with district policies.
- Prepares documentation (e.g. purchase orders, records of repairs, maintenance logs, costs, vehicle warranties, etc.) for the purpose of conveying required information and meeting federal and state requirements.
- Schedules outside services and repairs for the purpose of ensuring that vehicles are maintain in a safe and efficient manner.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.
- Performs functions of a school bus driver as maybe required for the purpose of ensuring coverage of routes and providing snow day and weekend support as necessary.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: OSHA safety regulations applicable to area of responsibility; methods of maintaining vehicles; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific

ability based competencies required to satisfactorily perform the functions of the job include: establishing effective interpersonal communication with employees, parents and vendors; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Federal DOT Physical/Pre-Employment Drug Screen/Random Drug/Alcohol Screening

Certificates and Licenses

CDL Type B Driver's License w/PS endorsement/CPR/First Aid Certificate (by assignment)/Evidence of Insurability

Continuing Educ. / Training

ASE Master school bus mechanic rating preferred/Six hours annual training required by WY DOT/Maintain evidence of insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade