

BUS MAINTENANCE SUPERVISOR

Code No. 5-02-015
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory mechanical position responsible for the repair and maintenance of the vehicle fleet of a school district. Duties involve assigning and inspecting repair work and providing training to mechanics and drivers while ensuring vehicles are fully operational and meet inspection standards established by the New York State Department of Transportation and the Department of Motor Vehicles. Duties also involve performing a variety of work associated with purchasing, inventory control, and budget development and control activities. The employee reports directly to, and works under the general supervision of a Director of Transportation or other higher level staff member. General supervision is exercised over lower level positions such as an Assistant Bus Maintenance Supervisor and mechanics. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises repairs and preventative maintenance to vehicle fleet including vehicles such as buses, heavy and lightweight trucks and passenger vehicles;

Supervises the completion of work orders and assigns jobs to mechanics and helpers for repairs and maintenance;

Develops operating budget and controls expenditures;

Orders vehicle parts from vendors;

Drafts purchase specifications for entire vehicle fleet;

Supervises inventory control system for vehicle parts;

Maintains inspection schedule for district vehicle fleet;

Accompanies State inspector when inspecting bus fleet;

Checks mechanical problems of vehicle and direct mechanic to check for or repair a specific problem;

Determines need to send vehicle for outside repair work;

Trains and evaluates employees;

Attends bus accident scenes to fully investigate conditions, actions of driver, and mechanical problems;

Supervises computer operation of maintenance records;

Maintains accurate records for the Department of Conservation (DEC) regarding fuel system management systems including above and underground fuel and oil tanks;

Maintains fuel dispensing components including fueling chip keys, Personal Identification Numbers, fuel transaction reporting and invoicing;

Maintains safety standards and accompanies Public Employee Safety and Health Bureau (PESH) and other government agency staff on walk-around inspections and repairs of the bus garage area;

Schedules lift inspections and repairs;

Maintains and updates New York State Department of Motor Vehicles inspectors' listing and orders annual

inspection stickers for fleet vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles of automotive/trucks/bus mechanics including systems and parts operations, systems and parts interrelationships, systems and parts functions; thorough knowledge of the methods and practices involved in repairs to vehicles; good knowledge of shop equipment, tools, parts, and their potential use; good knowledge of supervisory principles and practices; good knowledge of inventory control systems; good knowledge of applicable New York State Transportation Laws dealing with vehicles; working knowledge of computerized records maintenance; ability to supervise the repair of automotive equipment, the use of shop tools and equipment, and major overhauls and repairs to hydraulic lifts of buses; ability to schedule work; ability to create and monitor a budget; ability to maintain an inventory control system; ability to communicate orally and in writing; ability to diagnose automotive problems; ability to inspect a vehicle in accordance with New York State mandated safety standards; ability to operate motor vehicles and equipment; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Automotive Technology, Automotive Repair, Diesel Mechanics or a closely related field, plus three (3) years paid full-time or its part-time equivalent experience as a skilled automotive mechanic at a journeyman level*, two (2) years of which must have been senior level work**; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus five (5) years paid full-time or its part-time equivalent experience as a skilled automotive mechanic at a journeyman level*, two (2) years of which must have been senior level work**; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience as a skilled automotive mechanic at a journeyman level*, two (2) years of which must have been senior level work**; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

NOTE: *Journeyman level experience refers to skilled mechanical work which would involve maintenance, repair, and rebuilding of all systems (brakes, suspension, cooling, exhaust, electrical, engine) of vehicle equipment.

**Senior level work must include training other mechanics in difficult or complex procedures, supervising lower level mechanics and/or helpers, and diagnosing reoccurring automotive problems.

SPECIAL REQUIREMENTS: New York State Certification as a Motor Vehicle Inspector at the time of appointment.

Depending upon assignment, possession of a valid New York State Class *B* or Class *C* Commercial Driver's license (CDL) at the time appointment.

Must meet all State and Federal pre-employment requirements of the position at the time of appointment.

REVISED: January 8, 1987

REVISED: May 7, 2015