

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SUPERVISOR-TRANSPORTATION**

#### **BASIC FUNCTION:**

Under the direction of the Manager-Transportation, coordinate, supervise and participate in the repair and servicing of school buses, trucks and other gas, diesel-powered, compressed natural gas-powered and liquid propane gas-powered automotive equipment and a variety of grounds equipment; train, supervise and evaluate the performance of assigned personnel; manage the department in the absence of the Manager-Transportation.

#### **REPRESENTATIVE DUTIES:**

Supervise and coordinate activities of assigned skilled and semi-skilled personnel involved in the maintenance of District vehicles and grounds equipment including safety equipment such as car seats, child restraints, wheel chair equipment and tie downs. **E**

Operate a computer and other office equipment for inputting of work orders and maintenance records of all buses and vehicles. **E**

Prepare budget information for Transportation Department. **E**

Find new training classes for mechanics to attend on new compressed natural gas vehicles. **E**

Receive and disseminate pertinent Department of Motor Vehicles written materials. **E**

Prepare annual reports for State Board of Equalization on underground fuel tanks, compressed natural gas, and liquid propane gas usage; report to California Energy Commission on new buses. **E**

Maintain records and compile reports regarding the maintenance and minor automotive repair of buses and other equipment as assigned; maintain inventory supply. **E**

Assign, supervise and participate in major and minor mechanical repairs on buses and other light motorized equipment. **E**

Monitor, coordinate, maintain, and repair "push-to-talk" radio and cell phones used by the department. **E**

Check buses for conformance to California Highway Patrol standards. **E**

Diagnose, supervise and participate in skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered equipment. **E**

Monitor and maintain underground storage tanks for diesel and gasoline; maintain Compressed Natural Gas (CNG) compressor system to refuel CNG vehicles. **E**

Determine priority of work orders and their assignment to personnel; plan, organize and schedule work flow as assigned; advise and assist assigned personnel; assure timely completion of work. **E**

Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action or promotion when appropriate; review completed work and provide feedback as necessary. **E**

Initiate requisition for materials and equipment; authorize small purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles. **E**

Make appearances as needed before the South Coast Air Quality Management District to update them on effectiveness of CNG-powered vehicles. **E**

Establish and implement prudent shop safety policies and procedures. **E**

Maintain records and reports. **E**

Assist in developing an effective preventive maintenance program for automotive, CNG and other gasoline-

powered equipment. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment.

Compressed natural gas fuel systems.

Principles of internal combustion engines.

Basic technologies involved in electrical, hydraulics and fuel systems.

Procedures and regulations under CFR Title 49, Part 40 and Part 382.

Record-keeping techniques.

Health and safety regulations.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other equipment.

Trouble shoot the computer systems and controls on buses.

Diagnose malfunctions of and make mechanical repairs to a variety of vehicles and grounds equipment.

Operate equipment used in repairing or servicing motorized equipment.

Coordinate activities with other maintenance sections.

Supervise, train and evaluate others.

Evaluate quality of work performed by subordinates.

Set priorities, schedule and assign work.

Add, subtract, multiply and divide quickly and accurately.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Observe legal and defensive driving practices.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible journey-level experience in the repair and maintenance of light and heavy automotive and power-driven equipment including at least one year in the repair of heavy-duty trucks and buses.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor, outdoor and shop environment; subject to driving a vehicle to conduct work, and noise from equipment operation.

PHYSICAL ABILITIES:

Lifting, bending, pushing, and moving objects weighing up to 75 pounds, standing and walking for extended periods of time, bending at the waist, kneeling, reaching, pulling, pushing, dexterity of hands and fingers to operate power tools and equipment, and seeing to observe needed and completed repairs.

HAZARDS:

Exposure to vapors and gases and working around and with machinery having moving parts.