

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Vehicle Maintenance Manager

Department: Operations

Grade 91

Date Reviewed: March 2007

Reports To: Chief Operations
Officer

Purpose of Job

The Vehicle Maintenance Manager will be responsible for all vehicle maintenance activities for all district vehicles. This includes planning, budget making and overseeing the development of specifications for work accomplished in-house, work done by contractors. Responsible for supervising and directing assigned staff, approve, distribute and coordinate routine work request, coordinate call-in requests and both major and minor “crisis” responses, review pending work requests, and provide overall management to the Vehicle Maintenance Department and related activities.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.

Plans, organizes, implements and supervises all system repairs for 380 motor vehicles including school buses, trucks, vans , cars, EMS vehicles, Sheriff vehicles, etc.; maintains system repair records for road, ground , large equipment, tractor and school equipment.

Supervises purchasing of parts, tools, accessories, etc., as needed for vehicle repair, two-way radio repair and maintenance programs.

Supervises and maintains parts and tool inventory and reconciles with departmental budget.

Serves on the Operations Leadership Team.

Assists Chief Operations Officer and Safety Officer in investigating and evaluating motor vehicle accidents.

Receives, implements and supervises after-hours and weekend service calls; operates two-way radio and cell phone to provide day and night on-call service coverage.

Accepts and reviews mechanics time sheets for accuracy.

Supervises four fueling stations including maintaining records, fuel dispensing and station operations. Advises and assists Fuel Station Attendants on supplies and repairs.

Receives, inspects, and licenses all new Montgomery County School System vehicles.

Analyzes, calculates and files Vehicle Maintenance report and submits copy to COO.

Collates and transfers copies of billing statements and work orders to COO.

Plans with custodians to maintain safe and clean shop area for mechanics;
Advises Bus Drivers on maintenance problems; instructs mechanics on vehicle repairs;
communicates with vendors regarding purchase orders.

Assist State Inspectors with annual vehicle inspections.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or Technical degree in automotive maintenance required. With ten to fifteen years of vehicle maintenance and supervisory experience, preferable within a local government (or related experience); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee Commercial Drivers License.

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System and vehicle maintenance practices as they pertain to the performance of duties relating to the job of Vehicle Maintenance Manager. Has working knowledge of vehicle repair and maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, technical and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of motorized bus and truck vehicles, automotive tools and office equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Vehicle Maintenance Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Vehicle Maintenance Manager.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight, and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automotive equipment, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Vehicle Maintenance Manager.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date