

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fleet Maintenance Supervisor

BAND	GRADE	SUBGRADE
B	3	1
DEPARTMENT: Transportation	ACCOUNTABLE TO: Director	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for supervising the day to day operations of fleet maintenance and repair activities. Duties include: supervising staff to include conducting performance evaluations, responding to and resolving complaints and problems related to the maintenance department, reviewing and tracking expenditures, assisting in repairing the budget, assisting management in finding new ways to increase efficiency and effectiveness, updating operational procedures and regulations, coordinating repair schedules with affected parties, preparing agency required reports, writing specifications and assisting in purchasing capital equipment and assisting in diagnosing, and troubleshooting maintenance and repair problems.		
DISTINGUISHING CHARACTERISTICS: The Fleet Maintenance Supervisor is a stand-alone classification and is distinguished from other mechanic classes by its responsibilities for the District's fleet.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.	Daily	B3
2.	Responds to and resolves complaints from drivers, office staff, building maintenance department, administrators, vendors, and parents.	Daily	B2
3.	Coordinates schedule with dispatcher, routers, and transportation coordinator to ensure that daily repairs, long range repairs, and other transportation concerns are taken care of.	Daily	B2

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4.	Troubleshoots electronic problems and diagnoses and repairs diesel and gasoline engines.	Daily	B2
5.	Reviews and authorizes receivable purchases from bids, state contracts, and vendors.	Weekly	B2
6.	Reviews and tracks expenditures and assists in preparing the budget.	Weekly	B2
7.	Compiles information on fleet, budget, employee relations, productivity, alternative fuel use, and rules and regulations for weekly meetings with Director and assists management in finding new ways to increase efficiency and effectiveness.	Weekly	B2
8.	Updates operational procedures and regulations.	Monthly	B2
9.	Writes specifications and assists in purchasing capital equipment.	Monthly	B2
10.	Prepares agency required reports such as Department of Public Safety, AZ Department of Environmental Quality, <i>ADE, UST</i> and annual budget and capitol purchases.	Monthly/ Annually	B2
11.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Heavy equipment fleet operations;
- Preventive maintenance programs;
- Laws and regulatory compliance.

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Skills (position requirements at entry):

Skill in:

- Managing a budget;
- Supervision;
- Repairing heavy equipment and light vehicles;
- Controlling inventory;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Vocational training in an approved automotive program and five years of experience in repairing gas and diesel engines and related systems, including two years of lead experience; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Arizona Commercial Driver's License;
- Environmental Protection Agency (EPA) (CFC-12) Freon License;
- Environmental Quality Emissions Inspector License.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, talking, hearing, and seeing.

Incumbents may be subjected to fumes, odors, dusts, gases, and poor ventilation.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98