

**Job Title:** Shop Director**Exemption Status/Test:** Nonexempt**Reports to:** Superintendent**Date Revised:** May 2016**Dept./School:** Transportation Shop

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**Primary Purpose:**

Responsible for on-site leadership of vehicle repair and maintenance. Oversee maintenance of all district-owned vehicles. Perform major mechanical repairs with no supervision to ensure proper performance and safety of all district vehicles.

**Qualifications:****Education/Certification:**

Clear and valid Texas commercial driver's license with passenger (P) and school bus (S) endorsement  
Ensure that all district-owned vehicles are inspected by a Certified Texas vehicle safety inspector

**Special Knowledge/Skills:**

Advanced knowledge of automotive mechanics and maintenance  
Ability to diagnose mechanical problems and perform repairs independently  
Ability to access, read, and interpret documents such as safety regulations, operating and maintenance inspection rules, procedure manuals, and vehicle service manuals  
Ability to direct and supervise personnel  
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam  
Ability to complete required bus driver safety training  
Ability to access and use service materials  
Ability to operate bus  
Effective organizational, communication, and interpersonal skills

**Experience:**

3 years experience in vehicle repair and maintenance procedures  
3 years supervisory experience preferred

**Major Responsibilities and Duties:****Maintenance and Repair**

1. Process and prioritize vehicle repair work orders. Evaluate and recommend all repairs and calculate cost estimates. Arrange for outside repairs when work cannot be performed in shop.
2. Assign work to vehicle mechanics, mechanic assistants, and bus maintenance workers. Oversee completion of work and inspect completed work for quality.
3. Establish preventive maintenance and care schedules.

4. Perform major and minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner and without supervision. Maintain accurate, up-to-date preventative maintenance records.
5. Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
6. Consult with other mechanics to help resolve repair problems and help train mechanics and mechanic assistants.

### **Inspection**

7. Perform state safety inspections for all district vehicles.

### **Safety**

8. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
9. Ensure that shop and transportation equipment is in excellent operating condition.
10. Ensure tools are kept in safe operating condition.
11. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

### **Other**

12. Conduct annual inventory of equipment and supplies. Recommend replacement of equipment when needed.
13. Assist in compiling department budget.
14. Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies. Approve and forward invoices for transportation to accounting department.
15. Compile, maintain, and file all reports, records, and other documents as required.
16. Operate bus and vehicles as needed.

### **Supervisory Responsibilities:**

Direct the work of lead mechanic, mechanics, mechanic assistant(s), and bus maintenance worker(s).

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

**Posture:** Frequent standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking; frequent climbing, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours;

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_