

**SURRY COUNTY PUBLIC SCHOOLS
BUS GARAGE SUPERVISOR
JOB DESCRIPTION**

Job Title: Bus Garage Supervisor
Salary Index: .62
Reports To: Division Superintendent
FSLA Status: Exempt

SUMMARY

To keep the district's cars and buses in such state of operating excellence that they present no problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises the diagnosing, assigning, and repairing of district automotive equipment.
- Maintains a current inventory of supplies and equipment.
- Establishes an efficient and effective system of routine automotive maintenance and preventive care.
- Sets up and supervise a system for the receipt and issuance of parts and supplies and the keeping of records and inventories.
- Layouts, assigns, supervises, and inspects the work of the crew in the overhaul and repair of district automotive equipment.
- Assists in the recruitment, screening, training, and evaluating of garage employees.
- Promotes high standards of safety and good housekeeping methods in all work connected areas.
- Verifies time cards of garage workers.
- Being on call for transportation emergencies.

SUPERVISORY RESPONSIBILITIES

Supervises & inspects the work of the garage shop mechanics.

QUALIFICATIONS

Demonstrated success in performing a wide variety of tasks (including the essential duties and responsibilities listed above) requiring an understanding of and proficiency at automotive mechanical repair.

EDUCATION and/or EXPERIENCE

High School Graduate and Certification in Automotive Mechanics and Diesel Engines. Certified Safety Inspector (Inspect School Vehicles), Certified in the proper use of

mobile air conditioning refrigerant recovery and recycling equipment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence:

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Certified Safety Inspector (Inspect School Vehicles); MACA (International Mobile Air Conditioning Association) Certified in the proper use of mobile air conditioning, refrigerant recovery and recycling equipment. Certification in Automotive Mechanics and Diesel Engines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Promote high standards of safety and good housekeeping methods in all work-connected areas.