



Job Title:	Shop Manager	Wage/Hour Status:	Exempt
Reports to:	Area Superintendent	Pay Grade:	2A
Dept./School:	Transportation	Date Revised:	8-8-2011

Primary Purpose:

Supervise daily and periodic activities of vehicle repair and maintenance operation to ensure proper performance and safety of all district vehicles and related support equipment and facilities.

Qualifications:

Education/Certification:

Valid Texas commercial driver's license (Class B)
Certified Texas vehicle safety inspector
TASBT Master Technician Certification, preferred

Special Knowledge/Skills:

Advanced knowledge of automotive and diesel maintenance
Advanced knowledge of school bus chassis and body repair
Ability to operate equipment and tools involved in vehicle repair
Ability to direct, train, and supervise personnel and to coordinate shop operations
Ability to operate all vehicles (school bus, wrecker, service truck)
Must obtain CDL within first 6 months of employment

Experience:

Ten years experience in whole vehicle repair. Direct experience with troubleshooting procedures and preventative maintenance procedures
Two years supervisory experience preferred

Major Responsibilities and Duties:

Maintenance and Repair

1. Supervise the proper use of diagnostic equipment to evaluate mechanical problems in vehicles.
2. Supervise the rebuild, replacement, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
3. Assign priority and process vehicle repair work orders.
4. Evaluate and recommend all repairs. Provide cost estimates to supervisor and other department heads.
5. Assign all vehicle repairs to personnel and oversee completion.
6. Arrange contract repairs when work cannot be performed in shop.
7. Supervise welding and minor bodywork to keep vehicles operating.
8. Establish procedures for the rapid response/replacement of inoperable school buses during route operations and field trips.
9. Establish preventive maintenance schedules for all vehicles. Monitor results.

Instruction:

10. Train mechanics on mechanical diagnostic procedures, and help them solve repair problems.
11. Evaluate performance of mechanics and recommend training programs as required.
12. Establish ASE training and recognition program for shop mechanics.
13. Establish training program for all mechanics and shop personnel.
14. Implement work standards for all jobs and evaluate performance and results of mechanics.

Inspection:

15. Inspect repair work performed by mechanics. Track performance and repeat calls for the same problem.
16. Inspect and approve work done by outside contractors.
17. Review and approve completed work orders.
18. Ensure that state safety inspections for all district vehicles are performed properly and timely.

Safety:

19. Ensure that tools, equipment, and machinery are operated and stored according to prescribed safety procedures.
20. Ensure that safety procedures and techniques used to perform job duties including lifting, climbing, etc. are practiced by shop employees.
21. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
22. Ensure that hazardous materials are properly stored and used, and have proper signage.

Inventory and Equipment:

23. Keep shop, equipment, and tools in safe operating condition.
24. Order equipment and supplies and maintain accurate records.
25. Recommend replacement of existing equipment.
26. Conduct annual inventory of physical equipment and supplies.
27. Ensure the upkeep and appearance of shop and parking lot area.
28. Implement parts program to provide repair parts within the same day requested.

Other:

29. Work irregular hours and respond to after-hours emergency calls as needed. Establish on-call mechanic support.
30. Maintain records required by TECQ concerning maintenance and inspection of fuel dispensing systems.
31. Assist in recruiting, screening, training, and evaluation of shop employees.
32. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
33. Understand laws and regulations on transportation and safety.
34. Reports:
35. Prepare and submit information for state and local reports to the director.
36. Analyze purchase request, purchase order history, fuel consumption, tire usage and mileage to prepare reports for in-house decision-making and budget preparation.
37. Establish vehicle damage reporting system for all district vehicles.
38. Recommend and report on cost savings opportunities for the fleet operation.
39. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate work of all shop employees.

Equipment Used:

Small hand tools, drills, drill press, grinder, air-powered tools, torch, jack, lift equipment, diagnostic test devices, video monitoring equipment, radio, telephone, and computerized maintenance software.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching will be required during the work day. Work outside and inside, around moving objects, and with vehicles and machinery with moving parts. Frequent exposure to dampness and humidity, exhaust fumes, gasoline, and diesel fuel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.