



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Vehicle and Equipment Supervisor</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Transportation Department</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board	<b>11/17/14 and 11/18/14 01/28/15</b>	SALARY GRADE:	<b>Schedule: 54 Range: 69</b>

**BASIC FUNCTION:**

Coordinate, organize and oversee the activities and operations of the District fleet; maintain an effective preventive maintenance program for buses and other automotive equipment; oversee the performance of skilled repairs; maintain accurate inspection and repair records; serve as liaison with various District departments and outside agencies; train and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Coordinate, organize and oversee the activities and operations of the District fleet; maintain an effective preventive maintenance program for buses and other automotive equipment; perform skilled repairs; assure compliance with federal, State, County, City and District laws, codes and requirements
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Evaluate work load and establish mechanic work schedules and job priorities; determine supply and equipment needs for repair jobs; provide technical assistance to mechanics; order parts as needed; maintain inventory control
- Oversee and perform routine maintenance safety checks and inspections of District buses; initiate and complete repair order and vehicle inspection reports; prepare vehicles for smog inspections
- Inspect, test drive and diagnose vehicles to determine type and extend of repairs needed; perform skilled repairs; perform complex mechanical and electrical work in the maintenance and repair of school buses and other automotive equipment
- Prepare and maintain a variety of reports, records and files related to assigned activities and personnel; maintain time and material records for maintenance and repair jobs; maintain department contracts, specification and bid files
- Conduct site safety inspections; communicate with staff and school districts regarding various vehicle maintenance and repair services or needs

- Serve as liaison and communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information
- Assure shop area, equipment and tools are in safe, clean and orderly condition
- Operate a variety of specialized electronic diagnosis equipment and machinery including a computer; operate standard office equipment
- Participate in the preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Maintain current knowledge of technologies related to vehicles including the software systems required to diagnose and repair vehicles
- Attend a variety of meetings as assigned

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation of a fleet repair shop

Techniques and practices of maintenance and repair of heavy and light automotive vehicles and maintenance equipment

Methods, materials, tools and equipment used in the maintenance and repair of school buses and automotive equipment, and body repair

Preventive maintenance methods for fleet equipment

Safe driving practices

Shop safety

Oral and written communication skills

Principles and practices of supervision and training

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

**ABILITY TO:**

Coordinate, organize and oversee the activities and operations of the District fleet

Maintain an effective preventive maintenance program for buses and other automotive equipment

Perform skilled repairs including body and frame work and painting vehicles

Inspect and diagnose mechanical defects

Estimate cost of repairs

Use tools and diagnostic electronics

Train and evaluate the performance of assigned staff

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines  
Work independently with little direction  
Plan and organize work  
Prepare records and reports related to assigned activities

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized training in the repair and maintenance of gas and diesel powered equipment/vehicles and five years of journey-level automotive or diesel maintenance and repair experience

At least two (2) years of experience in a supervisory capacity preferred

**LICENSES AND OTHER REQUIREMENTS:**

Valid and current California Class A or B Commercial Driver License with appropriate passenger and air brake endorsements  
Valid Medical Examiner's Certificate  
Good DMV driving record and ability to maintain insurability under the District's vehicle insurance policy  
Incumbents in this classification are subject to federal drug and alcohol testing requirements

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Vehicle and equipment repair shop environment  
Driving a vehicle to conduct work  
Regular exposure to fumes, dust and odors  
Indoor and outdoor work environment

**PHYSICAL DEMANDS:**

Lifting, carrying, pushing or pulling objects typically weighing 50 – 100 pounds  
Bending at the waist, kneeling or crouching  
Reaching overhead, above the shoulders and horizontally  
Dexterity of hands and fingers to operate power tools and equipment  
Seeing to observe and perform repairs  
Hearing and speaking to exchange information

**HAZARDS:**

Exposure to chemical fumes and vapors such as gasoline and diesel fuel  
Working in a cramped or restrictive work chamber  
Working around or with machinery having moving parts  
Hazardous materials