



Flour Bluff Independent School District Job Description

JOB TITLE: Fleet Mechanic Supervisor

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Transportation Supervisor

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Supervise daily activities of vehicle repair and maintenance operation to ensure proper performance and safety of all district vehicles.

QUALIFICATIONS:

Education/Certification:

- Valid Texas Commercial Driver's License (Class B) with passenger and school bus endorsements
- Certified Texas vehicle safety inspection
- ASE Certification

Special Knowledge/Skills:

- Advanced knowledge of automotive mechanics and maintenance.
- Ability to operate equipment and tools involved in vehicle repair.
- Ability to lift heavy equipment and vehicle parts.
- Ability to direct and supervise personnel and coordinate shop operations.
- Ability to pass alcohol and drug test.
- Ability to complete required bus driver safety training.
- Acceptable driving record.
- Ability to operate bus.

Experience:

- Five years' experience in vehicle repair and maintenance procedures.
- Two years supervisory experience.

Supervisory Responsibilities

Monitor and direct work of mechanics and mechanic helpers.

Equipment Used:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks, and lift equipment. School bus and district vehicles.

MAJOR RESPONSIBILITIES AND DUTIES:**Maintenance and Repair:**

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
3. Assign priority to vehicle repair work orders and process.
4. Evaluate and recommend all repairs. Provide cost estimates.
5. Assign all vehicle repairs to personnel and oversee completion.
6. Arrange contract repairs when work cannot be performed in shop.
7. Assign or perform welding and minor bodywork to keep vehicles operating.
8. Perform routine vehicle maintenance and preventive care.
9. Establish preventative maintenance and care schedules.

Instructs:

10. Discuss mechanical problems with other mechanics and help them to solve repair problems.

Inspection:

11. Inspect work performed by mechanics in overhaul and repair of district automotive equipment.
12. Review and approve completed work orders.
13. Perform state safety inspections for all district vehicles.

Safety:

14. Operate tools, equipment, and machinery according to prescribed safety procedures.

15. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment:

17. Keep shop, equipment, and tools in safe operating condition.
18. Order equipment and supplies and maintain accurate records.
19. Recommend replacement of existing equipment.
20. Conduct annual inventory of physical equipment and supplies.
21. Supervise cleaning of buses by washing crew.
22. Direct the upkeep and appearance of shop and parking lot area.
23. Locate and requisition all parts needed for vehicle repair.
24. Order or requisition fuel.
25. Ensure parts catalogs are current.
26. Maintain parts and supply inventory and initiate purchase orders to maintain established inventory levels.

Records:

27. Compile, maintain, and file all physical and computer records required.

Other:

28. Work irregular hours and respond to after-hours emergency calls as needed.
29. Operate buses and other vehicles as needed.
30. Assist in recruiting, screening, training, and evaluation of shop employees.
31. Understand laws and regulations on transportation and safety.
32. Maintain good working communications with co-workers and other staff members.
33. Maintain good attitude in difficult situations.
34. Help maintain cohesiveness among employees.
35. Perform duties in a timely and organized manner.
36. Project a professional image through demeanor and dress.
37. Comply with Maintenance/Transportation Department policies and procedures.
38. Comply with policies and procedures as outlined in employee handbook and addendum.
39. Maintain regular and reliable attendance.
40. Adhere to proper channels when communicating ideas, problems, etc.
41. Perform other duties as assigned.

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:

Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions.

Motion:

Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving.

Lifting:

Heavy lifting and carrying (45 pounds and over) daily.

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.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.