

VEHICLE MAINTENANCE SUPERVISOR

Qualifications:

1. Good health and physically capable of doing the required work
2. Previous mechanical experience necessary
3. State certified (or eligible within a month) for on-board instruction
4. Valid Ohio chauffeur's license with bus driver endorsement
5. Provide essential hand tools
6. Must consent to and pass (no evidence of usage) drug and alcohol tests as required by D.O.T. regulation 49CFR 382.601

Responsibilities:

1. Maintains buses and other Board owned vehicles
2. Keeps buses and other Board-owned vehicles in good repair and safe running order
3. Requisitions necessary parts, materials and equipment as needed
4. Maintains records on mileage, gas, oil, tires and needed repairs
5. Provides emergency service for any reported trouble
6. Assigns buses to field trips
7. Provides building security
8. Sees the premises are clean
9. Schedules substitutes for regularly scheduled bus routes
10. Reports to the Director of Transportation
11. Completes other related duties as assigned by the Director of Transportation

Time Requirements:

1. Works 260 days, 11 paid holidays, 8 hours daily, and such overtime as is necessary in emergency situations.

Evaluation:

1. Yearly by the Director of Transportation