

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: G-011 - Garage Supervisor

EDUCATION AND EXPERIENCE REQUIRED:

1. High school diploma or GED required.
2. Under limited supervision, performs varied and increasingly responsible managerial duties.
3. Possess ASE certifications in major school bus safety systems required.
4. ASE Master Certification preferred.
5. Possess a valid driver's license (CDL) with P, S and Air Brake endorsements required.
6. A driving record with no serious violations
7. Minimum of five (5) years of experience as a fleet truck or bus mechanic, foreman experience preferred.
8. Successful experience or demonstrated ability in fleet maintenance operations supervision and management.
9. Successful experience and demonstrated ability with garage operations computer programs, basic office programs, spreadsheets, and computerized diagnostic equipment.
10. Successful experience and a demonstrated ability with vehicle telematics, GPS, fleet tracking and maintenance tracking computer software.
11. Successful experience and a demonstrated ability in staff supervision, employee management and evaluation techniques.
12. Successful experience and demonstrated ability in complex technical problem solving and the ability to communicate effectively with technical staff members.
13. Successful experience and a demonstrated ability to manage human relations issues, conflict resolution, employee disputes, and work effectively with a complex and diverse employee community.

REPORTS TO: Director of Student Transportation

JOB GOAL:

The Garage Supervisor will assist the Director of Student Transportation oversee the operation of the school transportation program and ensure the safe and efficient transport of pupils to curricular and extracurricular activities. The Garage Supervisor will also assist the Director oversee department operations that will support and ensure efficient transportation, district vehicle fleet management and communication services.

JOB RESPONSIBILITIES:

1. Assists with managing the safe and efficient operation and delivery of school transportation services.
2. Assists with ensuring compliance with all laws, regulations and board policy related to school transportation.
3. Assist with recruiting, training and supervising the performance of all transportation personnel.

4. Assist in preparing all transportation records and reports as required by law, code or board policy.
5. Direct and supervise all mechanical and maintenance staff assigned to the Transportation Department and coordinate his / her efforts with other district staff as appropriate.
6. Evaluate the job performance of the department mechanical staff and / or other staff as directed.
7. Assist in interviewing, hiring, motivating and directing the efforts of the department mechanical staff. Identify and document employee disciplinary issues and develop corrective action plans as required.
8. Maintain all district school buses and district motor vehicles according to the needs of the district, all applicable state and federal requirements in accordance with all applicable contemporary industry standards.
9. Administer fleet repair and maintenance including the assignment of work to, and the monitoring the performance of assigned staff and other employees as it relates to vehicle use and maintenance.
10. Prepare and maintain all necessary written records to applicable state, federal requirements, district policies and industry standards.
11. Prepare and submit maintenance reports, records and documents as required by the district and or any motor vehicle commission or governmental oversight agencies.
12. Communicate the availability of vehicles or equipment to the appropriate district supervisory staff.
13. Monitor and perform all or otherwise ensure the safe condition and operation of all tools, and related garage equipment and lifts.
14. Monitor and evaluate all maintenance facility operations and procedures for OSHA / PEOSH and other regulatory agency compliances including safety and environmental regulatory requirements.
15. Identify and / or provide required training opportunities and appropriate professional development as required by departmental needs.
16. Oversee and maintain all parts inventory processes, including but not limited to; parts procurement, inventory volume control, inventory reductions, the disposal of obsolete inventory in an effective and responsible manner.
17. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION:

Performance of this position shall be evaluated annually according to district policy for non-certified staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

BOARD APPROVAL DATE: September 9, 2021, Agenda Item T-17