**JOB DESCRIPTION FOR: Vehicle Maintenance Manager**

REPORTS TO: Assistant Superintendent for Student Services and Support

QUALIFICATIONS:

High school diploma or G.E.D. Certificate and five years increasingly responsible experience in the repair and maintenance of light and heavy automotive equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial driver’s license; ASE Certification

GENERAL RESPONSIBILITIES:

Plan, organize, coordinate and direct the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment; coordinate purchasing, dispersing and accounting functions.

REPRESENTATIVE DUTIES:

* Perform major and minor mechanical repairs on buses and other light and heavy motorized equipment; diagnose diesel internal combustion engine maintenance problems.
* Schedule preventive maintenance of vehicles.
* Diagnose and perform skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment.
* Maintain records and reports as necessary; coordinate purchasing, dispersing and accounting functions; monitor and control budget as assigned.
* Attend in-service training programs for new techniques in mechanical repairs; attend meetings, seminars, training classes and maintenance clinics.
* Initiate requisition for materials and equipment; authorize small purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles.
* Assure proper use of tools and tool room equipment; ensure all maintenance and safety practices.
* Establish and implement prudent shop safety policies and procedures.
* Perform related duties as assigned.

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**JOB DESCRIPTION FOR: Vehicle Maintenance Manager (continued)**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

* Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment.
* Principles of internal combustion engines.
* Basic technologies involved in electrical, hydraulics and fuel systems.
* Record-keeping techniques.
* Complete bus, truck and cab vehicle maintenance operation.
* Health and safety regulations.
* Technical aspects of field of specialty.
* Interpersonal skills using tact, patience and courtesy.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Gasoline and diesel engines.
* Principles and practices of supervision and evaluation of personnel.

ABILITY TO:

* Coordinate and perform the repair and servicing of school buses, trucks and other automotive equipment.
* Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment.
* Operate equipment used in repairing or servicing motorized equipment.
* Set priorities, schedule and ensure work is accomplished.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Maintain records and prepare reports.
* Communicate effectively both orally and in writing.

APPROVED BY: Elizabethtown Board of Education August 16, 2010

REVIEWED, REVISED AND RE-ADOPTED: *January 19, 2016*

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