

Shop Supervisor

Purpose Statement

The job of Shop Supervisor is done for the purpose/s of supervising maintenance and repair services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Director of Facilities & Transportation.

Essential Functions

- Administer 24 hour emergency on call service for the purpose of scheduling and maintenance.
- Evaluates vehicles and other equipment on a regular basis for the purpose of needed repairs and routine maintenance. Vehicle and equipment to include all buses, lawn mowers, snow blowers, delivery vans, trucks, pickups, cars, tractors and others as assigned.
- Maintain and analyze records for the purpose of efficiency of vehicles.
- Maintains data and reference necessary material for the purpose of performing maintenance and repair.
- Monitor fuel supplies and recommend fuel purchases for the purpose of maintaining supply and demand.
- Order and purchase parts and supplies for the purpose of maintaining inventory needed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Perform repairs on all components of tools and equipment for the purpose of delivering service as time and capabilities permit.
- Provide security on tools, equipment, parts and expendable supplies for the purpose of maintenance.
- Recommend outsourcing for the purpose of necessary repairs.
- Recommend and assist in writing specifications for the purpose of purchasing new vehicles and equipment.
- Request tools and equipment for the purpose of pertinent repair and maintenance functions.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Responsible for all warehouse supplies and materials for the purpose of an effective delivery system.
- Responsible for the bus garage and all functions inside for the purpose of safety, cleanliness and organization.
- Responsible for the general orderliness, cleanliness and state of repair for the purpose of Facilities and Transportation grounds.
- Schedule and perform routine maintenance on all vehicles and equipment owned by Bismarck Public Schools for the purpose of ensuring that jobs are completed efficiently and specifications are within established guidelines.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices; job-related codes/laws/rules/regulations/policies; safety practices and procedures; school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; facilitating communication between persons with frequently divergent positions; adapting to changing work priorities; analyzing issues and determining appropriate course of action; available on-call; communicating with diverse groups; displaying mechanical aptitude; displaying tact and courtesy; working as part of a team; working extended hours; working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing a department; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent

stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job-related experience with increasing levels of responsibility is required. Must have working knowledge of vehicle repair and maintenance, shop management, scheduling and cost analysis.

Education: High school diploma or equivalent.

Required Testing: Physical Capacities Test Clearance

Certificates and Licenses Continuing Educ. / Training: Commercial Driver's License

Clearances: Criminal Background Clearance

FLSA Status: Exempt

Salary Grade: PD

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