

**Job Title:** Shop Manager

**Wage/Hour Status:** Exempt

**Reports to:** Director of Transportation

**Pay Grade:** Admin/Mgmt. PG 3 – 226 Days

**Dept/School:** Transportation

**Date Revised:** August 2018

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**Primary Purpose:**

Manage and supervise the vehicle maintenance program of all district-owned vehicles.

**Qualifications:**

**Minimum Education/Certification:**

High School diploma or equivalent

Associate's/Technical Degree preferred

Valid Texas CDL with P and S endorsement or the ability to obtain within 60 days of hire.

Certified Texas vehicle safety inspector or able to obtain within 60 days.

TASBT and/or ASE Master Technician Certification, preferred or a minimum of 6 TASBT certifications preferred.

**Special Knowledge/Skills**

Demonstrates proficiency in maintaining commercial fleets.

Proficient in the use of a computer based maintenance software (Servicefinder or equivalent)

Advanced knowledge of automotive mechanics and maintenance

Advanced knowledge of school bus chassis and body repair

Ability to diagnose mechanical problems and perform repairs independently

Ability to access, read, and interpret documents such as safety regulations, operating and maintenance

Inspection rules, procedure manuals, and vehicle service manuals

Ability to direct and supervise personnel

Ability to pass DOT alcohol and drug tests and annual physical exam

Ability to complete required bus driver safety training

Ability to operate bus

Effective organizational, communication, and interpersonal skills

Maintain and/or obtain UST A&B Certification.

**Minimum Experience**

Minimum three years' experience in fleet and commercial vehicle repair including diesel engines.

Ability to manage and motivate a diverse team in a high-paced environment.

**Evaluation:**

Performance of this job will be evaluated annually.

**Performance Responsibilities:**

Align the major functions of the assignment with district goals such that all students succeed.

**General:**

1. Maintain, professional, working relationship with all district and transportation employees.
2. Drive buses when assigned.
3. Performs other duties as assigned.
4. Maintain accurate information for payroll reporting.

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5. Assist in training of bus drivers in preventative maintenance.

### **Fleet Management:**

1. Manage the shop inventory and repair orders
2. Investigate and document accidents involving district vehicles.
3. Maintain district's fleet according to current State and Federal guidelines. As well as industry best practices.
4. Ensure all safety recall repairs are performed in a timely manner.
5. Works with the assistant director of operations to ensure substitute buses are identified and ready for service daily.
6. Ensures that special trip buses are prepared in advance of scheduled trip in conjunction with the trip coordinator's schedule. Work's with assistant director of operations and trip coordinator to identify any concerns or special needs.
7. Understand laws and regulations on transportation and safety.
8. Independently evaluate and recommend all repairs. Provide cost estimates.
9. Prepares and implements a plan of action for after hour mechanical breakdowns (BISD and visiting districts).
10. Assign all vehicle repairs to personnel and oversee completion.
11. Communicate with bus drivers and district personnel to diagnose vehicle related issues and concerns.
12. Work with risk management to ensure all fleet equipment is insured and ready for operation.
13. Maintain all TCEQ records and ensure compliance.
14. Maintain working relationship with vendors and follow bid lists for purchases.

### **Supervisory Responsibilities:**

1. Supervise and evaluate work of mechanics, lube and tire technicians, bus maintenance workers and parts clerk. Responsible for ensuring all shop staff are appropriately trained and current on all required certifications. Identify opportunities for training within the region to ensure a knowledgeable workforce.
2. Establish and supervise summer works crews for bus washing and upholstery repair.
3. Assist transportation leadership team in day-to-day operational activities as needed.
4. Attend transportation leadership meetings as scheduled.

### **Equipment Used:**

Small hand tools, drills, drill press, grinder, air-powered tools, torch, jack, lift equipment, and video monitoring equipment. Computer diagnostic equipment, school buses and district vehicles.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, and with vehicles and machinery with moving parts. Frequent exposure to dampness and humidity, extreme heat, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

Date

Reviewed by

Date