

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Transportation Shop Coordinator (X15)	Job Family: 07
Department: Transportation	Lane Placement: 13
Supervisor's Title: Director of Transportation	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours Per Day: 8
Original date: <u>12/90</u> Revised: <u>06/93</u> Revised: <u>12/95</u> Revised: <u>07/08</u> Revised: <u>07/15</u>	
Revised: <u>01/21</u> Revised: _____ Revised: _____ Revised: _____	

GENERAL FUNCTION

Under the supervision of the Director of Transportation, the **Transportation Shop Coordinator** organizes and coordinates the activities of the Jordan District Transportation shop and is primarily responsible for the timeliness and quality of shop performance. Incumbent schedules work, checks on quality and completion, and evaluates performance.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Responsible for high quality and timely repair and maintenance of District vehicles (e.g. Administration vehicles, buses, maintenance trucks and cars, driver education cars).
- Supervise the activities of shop personnel (e.g. prioritize, schedule and assign work to mechanics and other shop personnel). Assist the director with hiring, counseling and discipline of employees. Approve time off requests. Evaluate employee performance and is an authorized evaluator under the Jordan Classified Evaluation System.
- Ensure that training of all shop personnel occurs in an orderly and consistent manner and seeing that appropriate standards of performances are designed, achieved and maintained. Ensure employee certifications are maintained.
- Responsible to develop and manage a shop safety program, with input from the director.
- Follow up on problems reported by drivers. Diagnose mechanical problems and assist mechanics in resolving them. Review and evaluate completed work. Participate in and coordinate vehicle repairs from UHP inspections.
- Ensure busses operate in a safe manner prior to leaving the shop. Make determinations to place busses out of service.
- Oversee/participate in specialized trade work. This may include complex or overflow work that mechanics are unable to perform. Act as an expert resource for other shop personnel.
- Assist the director in developing, implementing and maintaining a District preventive maintenance program including necessary record keeping.
- Ensure buses used for field trips or as substitutes are inspected daily and are ready for use.
- Within District policy, set work standards and formulate work rules and procedures.
- Solves problems and makes decisions concerning repairs to be made, parts to be replaced and preventive maintenance work to be done. Make recommendations to director on major items to repair or replacement. Coordinate surplus for District Fleet. Oversee warranties and recalls for all District vehicles. Make recommendations for new bus purchases.
- Determines whether vehicles meet State inspection standards and State and Federal emissions standards.
- Recommend the specification of parts or services, materials, supplies and equipment to the warehouse/buyer for procurement.
- On-call for emergencies 24 hours a day. Some of these may be "on-the-road" and after hours. Investigate accidents and address concerns as directed.
- Employee is required to wear department provided uniforms and steel-toe footwear.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
 - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires two years of formal training in auto mechanics in which an Associate's degree is obtained or an equivalent combination of education and experience.
- Requires two years of work experience at a senior transportation mechanic level with demonstrated competence in various automotive shop work.
- Requires four years participation in the mechanic apprenticeship program in which the journey level recognition was acquired or equivalent work experience.
- Experience in supervising a large fleet operation is required, including two years' supervisory experience in hiring/evaluating employees.
- Requires current certifications (e.g. State safety, emissions and CNG inspections).
- Requires a valid Utah Commercial Driver License with required endorsements.
- ASE Certification preferred.
- Ability to prioritize work and multiple projects with tight deadlines.
- Requires ability to perform complex mechanical repairs and computer system diagnostics.
- Must demonstrate competence in reading, writing and math.
- Requires advanced specialist level skills in the maintenance and repair of large buses, trucks and automobiles. Must be knowledgeable in alternative fuels.
- Must exercise administrative skills and be able to motivate and work well with shop personnel.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must keep skills current as new technologies are utilized.
- Requires effective interpersonal skills. Interacts with transportation employees and school or District employees.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Trade specific tools, machines and equipment.
- District vehicles (e.g. buses, white fleet trucks and cars, driver education cars).

Physical Requirements – Not limited to the following:

- Requires occasional lifting:
 - Static floor to overhead lift 80 pounds
 - From floor to waist lift 100+ pounds
- Requires occasional gripping of 90 pounds, fine motor dexterity and pinch, kneeling 90% of 1 hour, crouching 90% of 1 hour, overhead work up to 1 hour and single hand various positions of 38 pounds.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, grease, cold, heat and vibration.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.