

Fleet Services Garage Shift Supervisor

Position Details

Class Code: 6070

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, supervises shift staff and garage operations activities. Coordinates with the Vehicle Maintenance Technician III (VMT III) to oversee the performance of vehicle/heavy duty equipment repair, maintenance operations, and employee training.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Regularly retrieves reports such as Preventative Maintenance Inspections, Emission Tests, Fire Suppression Inspections, and Nevada Highway Patrol (NHP) Inspections.
2. Plans and supervises the work of garage vehicle/heavy duty equipment repair and maintenance staff, as assigned. Coordinates with the VMT III, when appropriate.
3. Communicates with manufacturer representatives regarding vehicle and equipment warranties.
4. Coordinates staff training in conjunction with the VMT III.

5. Conducts inspections related to garage operations (vehicle/heavy duty equipment/maintenance, compliance (Clark County School District, county, state, federal), and safety issues).
 6. Assists in developing garage operations procedures manuals.
 7. Communicates with other District staff to coordinate scheduling of vehicle/heavy duty equipment inspections, repairs, and maintenance.
 8. Reviews vehicle/heavy duty equipment repair and maintenance work in progress and upon completion for adherence to established industry standards.
 9. Provides cost estimates for major repairs to the Fleet Maintenance Manager and Fleet Services Director for approval.
 10. Prepares and maintains shop records and files (i.e., emission control tests, staff training, hazardous material, safety meetings, etc.).
 11. Monitors shop supplies and initiates requests for shop supplies.
 12. Receives parts deliveries in the absence of parts personnel.
 13. Ensures clarity of fuel, by visual means, prior to delivery. Assigns available staff to monitor fuel deliveries.
 14. Communicates with other District departments and outside agencies regarding regulatory and safety issues (i.e., Department of Motor Vehicles, Clark County Fire Department, NHP, etc.).
 15. In conjunction with the VMT III, assists staff in diagnosis of malfunctions of vehicle/heavy duty equipment to include all vehicle systems.
 16. Completes performance evaluations for assigned staff for final approval by the Fleet Services Director. Issues evaluations after final approval is received.
 17. Uses computer applications (Microsoft Office, Ron Turley Associates Fleet Management Software (RTA), electronic garage slip software, etc.)
 18. Performs vehicle road tests, when necessary.
 19. Arranges for towing of vehicles, when required.
 20. Responsible for the safe handling and disposal of hazardous materials.
 21. Monitor facility to ensure site security and employee safety. Respond to any incidents, accidents, and emergencies on-site. Coordinate with District and outside agencies, as appropriate.
 22. Reviews, edits, and submits daily payroll for all assigned employees. Schedules and approves all employee time off and absences to maintain minimum staffing levels.
 23. Conforms to safety standards, as prescribed.
 24. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves planning, supervising, inspecting, and ensuring safety of vehicle repair/maintenance staff for transportation garage operations. Works closely with the VMTIII for scheduling and training of garage staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Extensive knowledge of repair/overhaul practices and techniques for buses, trucks, cars, and other heavy-duty equipment.
 2. Knowledge of vehicle/heavy duty equipment preventive maintenance techniques.
 3. Knowledge of Air Conditioning/Recovery.
 4. Ability to diagnose and test for malfunctions in motor vehicles with complex computerized systems.
 5. Ability to troubleshoot and repair air conditioning units.
 6. Ability to schedule, supervise, train, and evaluate assigned employees.
 7. Ability to learn to operate a computer and software applications.
 8. Ability to keep abreast of new technologies.
 9. Ability to obtain a Class A commercial driver's license (CDL) with required endorsements, as appropriate.
 10. Ability to interpret manuals and schematics.
 11. Ability to meet predetermined deadlines.
 12. Ability to write legibly, prepare, and maintain accurate records.
 13. Ability to work independently.
 14. Ability to perform strenuous physical work.
 15. Ability to safely move and relocate heavy objects.
 16. Ability to work flexible hours or shifts.
 17. Ability to work in confined areas.
 18. Ability to withstand heights and perform work safely.
 19. Ability to access and operate various software applications; ability to learn job specific computer applications.
 20. Ability to work cooperatively with VMT III, other District employees, other agencies, and the public.
 21. Ability to recognize and report hazards and apply safe work methods.
 22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Four (4) years of experience in repairing / overhauling cars, buses, trucks, and other heavy-duty equipment.
3. Must have own set of tools at time of hire.
4. Must be 21 years of age.
5. Safe driving record.

Licenses and Certifications

1. A valid Class A CDL with required endorsements to operate a school bus in the state of Nevada. This license must be maintained for the duration of the assignment. (If valid Nevada Class A CDL is not in possession at time of application, a valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada must be in possession and the Nevada Class A CDL with required endorsements must be obtained within five (5) months of hire date.)
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Air Conditioning/Recovery certification. If certification is not in possession at time of application, it must be obtained within five (5) months of hire into position.
4. Hold or be able to obtain, Forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or Clark County School District regulations and procedures.

Preferred Qualifications

1. Valid Class A CDL with required endorsements, as appropriate at time of hire.
 2. Gasoline and diesel engine experience, Nevada Emission Control license/certificate, Automotive Service Excellence (ASE) Certificate, knowledge of alternately fueled vehicles, supervisory experience.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Proof of age (21 years of age), as indicated above.
 3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada, if applicable.
 4. A valid Class A CDL with required endorsements to operate a school bus in the state of Nevada as indicated above, if applicable.
 5. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 6. Air Conditioning/Recovery certification, if applicable.
 7. Forklift qualification card, if applicable.
 8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities, roadside services, parking lots, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., frequently; 25-50 lbs., occasionally; or 10-20 lbs., constantly. Grasp/Grip: must have sufficient grasp to maintain steering control of a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 – a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping).

Physical Demand

Occasional climbing, balancing, lying on back/stomach, and crawling. Frequent sitting, standing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, and repetitive fine motor activities, talking, and hearing. Requires sitting for long periods of time. Walking – up to 500 feet at any one occurrence without rest. Climb steps and curbing constantly. Neck Motion – Continuous neck motion and flexion is performed throughout the work shift. Hearing/Vision – Constant looking and listening to identify hazards and/or emergency vehicles far enough in advance to react. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change,

color vision, and peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent exposure to vehicle fumes and cleaning solvents. Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various vehicles and construction equipment, forklifts, steam cleaners, pressure and parts washer, engine stands, lifting hoists, battery chargers, volt and injector testers, engine analyzer, pullers, drill press, brake bleeder, emission tester, air tools, brake lathers, power and hand tools, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/04/23
- Created: 07/01/88