

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

DIRECTOR I - VEHICLE MAINTENANCE

Reference Code: A258

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 42 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to plan and supervise the maintenance of buses, trucks, automobiles, and other Clark County School District vehicles. This position is directly responsible to the Director III, Transportation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Develop, recommend, interpret, and evaluate policies, regulations, procedures, and standards pertaining to vehicle maintenance.
2. Supervise the operation of preventive and mechanical maintenance programs; recommend and coordinate the purchase of garage tools and supplies; test the quality of repairs.
3. Oversee the writing of vehicle specifications and coordinate the bidding and purchasing of new vehicles.
4. Administer a detailed inspection program for school buses and other fleet vehicles, maintaining a high-level of in-service for all vehicles.
5. Plan, organize, direct, and coordinate a shop safety program.
6. Coordinate the efficient utilization of buses within the bus operations section and monitor white fleet vehicle use.
7. Oversee the administration of vehicle parts, supplies, inventories, stockroom activities, and fuel use.
8. Assist in preparing the automotive maintenance budget.
9. Organize, prepare, and maintain analytical and statistical reports related to District vehicles.
10. Review requests for all new vehicles, ensure optimum vehicle usage is maintained, and make recommendations to the Chief Financial Officer
11. Supervise and evaluate the performance of assigned staff.
12. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to utilize and promote the use of participatory management techniques.
2. Ability to work cooperatively with school and administrative personnel and representatives of community organizations and agencies.
3. Ability to communicate effectively, both orally and in writing.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from a regionally accredited college or university in transportation, business, public administration or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

1. A valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. Ability to obtain a Commercial Driver's License (CDL) Class A, with P – passenger endorsement within six (6) months of hire.

Experience:

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience in a highly responsible supervisory position in a large organization that included management of personnel, transportation, vehicles, budget preparation, policies, regulations, procedures, and supervision of maintenance for a fleet of at least 500 vehicles.

Preferred Qualifications:

1. Automotive Service Excellence (ASE) Master School Bus or Heavy Truck Certification.
2. Knowledge of alternative fuels.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.