



Beaver Local School District

Position Title: Service Manager
Department: Transportation
Reports to:

SUMMARY: Plans, schedules and performs repairs and preventative maintenance of the district bus fleet. Also assists in the maintenance of cars, trucks and other motorized equipment; Prepare and maintain related records and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Plan and implement a program of scheduled preventative maintenance for the district bus fleet.
- Perform mechanical repairs on buses to include major overhauls if directed, as necessary.
- Make emergency service calls for stranded buses or other district equipment.
- Make recommendations to the supervisor for ordering and stocking all necessary repair parts and necessary supplies.
- Maintain shop area in a clean, orderly and safe condition.
- Perform complete safety inspections as required.
- Estimate time, material and equipment needed for assigned jobs.
- Operate school vehicles.
- Replace and adjust brakes, belts and hoses.
- Write requisitions, order parts and ensure parts are received in a timely manner.
- Assist in the service and repair of school vehicles as needed.
- Perform other duties as assigned.
- Maintain a log of all inspections and maintenance on school vehicles.
- Consult with the Superintendent regarding hazardous road conditions
- Prepare and evaluate specifications for the new bus purchases.
- Follow Board Policy, Administrative Guidelines and Negotiated Agreement for the operation of the bus garage.
- Be responsible for all online reports to the Ohio Department of Education regarding Transportation.

MINIMUM QUALIFICATIONS:

Education

High School Diploma or equivalent

Additional qualifying experience may be submitted for the required education provided formal schooling has been sufficient to enable applicant to evaluate difficult mechanical repairs.

Experience

Acceptable experience in the repair and preventative maintenance of heavy equipment.

Acceptable experience in the repair and preventative maintenance of school buses and other motor vehicles.

Licenses and Other Requirements

BCI and FBI fingerprint clearance

Negative TB test

Possess or be eligible to obtain a valid Ohio school bus driver's license (CDL)

KNOWLEDGE AND ABILITIES

Knowledge of:

- Repair shop practices including welding, safety regulations and practices.
- Operating and repair characteristics for district buses, vehicles and equipment.
- Shop mathematics applicable to the mechanical trade.
- Basic record keeping.
- Practices, methods, equipment, tools and materials used in the repair and adjustment of school buses and other motorized vehicles and equipment including gasoline and diesel-powered equipment and systems.
- Ordering parts from various parts manuals.
- Safe driving principles and practices.

Apply to:

- Use materials and equipment necessary in the repair and maintenance of buses and other motorized vehicles.
- Follow and give verbal and written instructions and directions.
- Work cooperatively with others.
- Perform heavy manual labor.
- Read, interpret, understand and apply technical manuals, schematics, diagrams, specifications and parts catalog.
- Interpret and apply policies, procedures, laws, codes and regulations pertaining to the assigned programs and functions.
- Prepare and maintain accurate and complete records.
- Work independently with minimal supervision.

- Exercise good judgement, flexibility, creativity and sensitivity in response to changing situations and needs.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Perform responsible and minor mechanical repair work involving the use of independent judgement and personal initiative.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease and noise from equipment operation.
- Work around and with machinery and motorized equipment.
- Work in a shop.
- Changing priorities and interruptions.

Physical Demands

- Sitting, standing and walking for extended periods of time.
- Lifting, carrying, pushing and pulling object(s) weighing up to 75 pounds.
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Reach overhead the shoulder and horizontally to reach and place materials and equipment in certain areas.
- Occasional bending, kneeling, crouching, turning and twisting.
- Occasional carrying, pushing or pulling boxes and engines.
- Crawling under vehicles.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals and other printed material.
- Verbal, auditory and written capabilities to effectively communicate in an articulate manner.
- Perform physically demanding work.
- Will require driving a vehicle to conduct work.

Hazards

- Working with tools and powered machinery.