

## Job Description

**Job Title:** Bus & Automotive Maintenance Manager

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Executive Director of Transportation

**Pay Grade:** 38

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for supervising the maintenance parts and repair operation of the school division's bus fleet and other vehicles so that the fleet will be kept in a state of operating excellence so that vehicles present no problems or interruptions to the educational program. Fleet operations and repairs shall meet and be in compliance with federal, state and local laws and regulations and policies.

### **Essential Duties**

1. Directs the daily operations of the automotive maintenance shop in the overhaul and repair of the division's automotive equipment.
2. Coordinates automotive maintenance services, and makes maintenance decisions concerning all motor vehicles in the division's fleet.
3. Schedules mechanics and staff, assigns work, and supervises staff at the division's garage site.
4. Inspects the work of automotive mechanics and evaluates mechanic and helper performance through personal quality control checks.
5. Promotes high standards of safety and good housekeeping methods in the operation of the automotive maintenance shop.
6. Identifies training requirements for automotive mechanics, prepares, and conducts appropriate inservice training.
7. Develops and implements an efficient and effective system for state inspections, routine automotive and preventive maintenance services for all school buses and division vehicles in accordance with state guidelines.
8. Determines subcontracting requirements. Maintains a quick fix capability.
9. Recommends; implements; and evaluates new automotive products and maintenance procedures.
10. Prepares, maintains and monitors an annual garage budget.
11. Audits work orders and maintains both electronic and hard copy records on automotive maintenance and operation expenses in order to evaluate operating costs.
12. Oversees an inventory control system, maintains accountability for parts and equipment, and the requisitioning of parts and supplies, including waste management.
13. Assists the Director of Transportation in preparing specifications for the purchase of new and replacement equipment.
14. Monitors warranties to ensure that parts and equipment under warranty are serviced as required.
15. Prepares automotive maintenance reports as assigned.
16. Supports department initiatives such as the job fair, recognition celebration and maintaining mechanic on call program.
17. Assists with preparing annual state report.
18. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs other related duties as assigned by the Director of Transportation or appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Any combination of education and experience equivalent to a high school diploma and at least three-five years of vehicle maintenance experience in a supervisory capacity, preferably in a medium to large vehicle maintenance shop. Associate's degree or technical school certificate in related field preferred. Experience and training of fleet maintenance, with additional courses completed in interaction management and materials management. Master Mechanic Certification desired with experience in gasoline, diesel and propane engine maintenance. Must be familiar with repair parts procurement, inventory control procedures and requirements, and conduct inservice training. Must possess a valid Virginia Driver's License. Required to obtain a Class B license and a State of Virginia Vehicle Inspection Certification. Must possess the ability to supervise and evaluate employees and delegate work assignments.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Executive Director of Transportation

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Bus & Automotive Maintenance Manager will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Transportation or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 08/2025