**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**Position Title:** Bus Shop Supervisor

**Reports to:** Director of Transportation

**Job Goal:** To provide a smooth operating, efficient, and safe transportation system for students to include to and from school and extracurricular activities

**Qualifications:**

Satisfactory driving record with a valid Commercial Driver License, Class B with a "P" passenger endorsement

Three (3) years experience in vehicle and/or facilities management and personnel supervision Minimum age of twenty-one (21)

Have a high school diploma or a GED equivalent

Manage a budget and use department funds economically

Supervise personnel and assign work

Diagnose and analyze all mechanical and electrical problems accurately

Maintain records in a timely manner

Supervise the maintenance of the shop building, equipment, and grounds

Supervise employee training

Must be ASE certified or be willing to obtain ASE certification in various areas of expertise

Duties and Responsibilities

1. Supervise and manage the district vehicular maintenance program.
2. Maintain an inventory and accountability of parts, tools, supplies, and equipment.
3. Maintain a complete vehicular and maintenance records system of all work performed.
4. Schedule and supervise the work of all shop personnel.
5. Recruit, train, supervise, and evaluate shop personnel.
6. Ensure shop organization, cleanliness, and safety.
7. Operate an effective waste management program to include the proper storage and disposal of hazardous waste in accordance with state and federal regulations.
8. Provide periodic maintenance and cost reports to the Transportation Director.
9. Make recommendations on equipment replacement.
10. Evaluate and approve all work orders for vehicle repair.
11. Maintain current tags, permits, decals, and inspection stickers.
12. Perform any other tasks as may be deemed necessary by the Transportation Director in an efficient, prompt, and dependable manner.