

BERKELEY UNIFIED SCHOOSTRICT Human Resources Department

CLASSIFICATIOND POSITION DESCRIPTION

TITLE:	Vehicle and Equipment	REPORTS TO:	Assigned Supervisor
	Supervisor		
DEPARTMENT/SCHOOL:	Transportation	CLASSIFICATION:	ClassifiedManagement
	Department		

FAIR LABOR STANDARD Exempt ACTCLASSIFICATION:

- x Serve as liaison and communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and **flicts** and exchange information
- x Assure shop area, equipment and tools are in safe, clean and orderly condition
- x Operate a variety of specialized electronic diagnosis equipment and machinery including a computer; operate standard office equipment
- x Participate in the preparation of the department budget; analyze and we biudgetary and financial data; control and authorize expenditures in accordance to the stablished limitations
- x Maintain current knowledge of technologies related to vehicles including the software systems required to diagnose and repair vehicles
- x Attend avariety of meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a fleet repair shop

Techniques and practices of maintenance and repair of heavy and light automotive vehicles attend annaire equipment

Methods, materials, tools and equipment used in the maintenance and repair of school buses and textetomo equipment, and body repair

Preventive maintenance methods for fleet equipment

Safe driving practices

Shop safety

Oral and written communication skills

Principles and practices of supervision and training

Applicable laws, codes, regulation policies and procedures

Interpersonal skills using tact, patience and courtesy

Operation of acomputer and assigned software

ABILITY TO:

Coordinate, organize and oversee the activities and patients of the District fleet

Maintain an effective preventive maintenance program for business other automotive equipment

Perform skilled repairs including body amarhe work and painting vehicles

Inspectand diagnose mechanical defects

Estimate cost of repairs

Use bols and diagnostic electronics

Train and evaluate the performance of assigned staff

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships whetherso

Operate a compute and assigned office equipment

Analyze situations accurately and adaps effective course of action

VEHICLE AND EQUIPMENT SUPERVISOR April 2014

Meet schedules and time lines
Workindependently with little direction
Plan and organize work
Prepare records and reportelated to assigned activities