

## **HEAD AUTOMOTIVE MECHANIC - DISPATCHER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory position responsible for the efficient scheduling, operation, repair and maintenance of transportation equipment and vehicles within a school district. This position is distinguished from that of Supervisor of Transportation in that a major portion of the duties include the repair and direct supervision of repair activities of the vehicle fleet. Work is performed under the general supervision of the School Business Manager. Direct supervision is exercised over the Head Bus Driver, his staff, and the maintenance and repair staff.

### **TYPICAL WORK ACTIVITIES:**

1. Leads in the repair of gasoline motor equipment such as automobiles and school busses;
2. Locates trouble in motors and prescribes needed repair;
3. Repairs or overhauls brake systems, transmissions, front and rear axles, etc.;
4. Schedules and routes busses;
5. Prepares required state reports and maps of the bus routes;
6. Keeps records of mileage, number of pupils carried, and number of stops made in each route;
7. Makes out periodic reports which include operating costs such as gasoline used, repairs made, maintenance performed, parts and materials used, supplies expended, and other related expenses;
8. Arranges for and participates in the training of bus drivers and mechanics as required;
9. Maintains accident report files;
10. Requisitions materials, supplies and parts;
11. Maintains payroll records;
12. Assists in budget preparation;
13. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of automotive mechanics, repair methods, tools, terminology and accident precautions of the trade; good knowledge of school district transportation methods and operation; good knowledge of business arithmetic and English; ability to follow complex oral and written directions, ability to plan and supervise the work of others; ability to work from others; ability to prepare and analyze statistical reports on operating expenses; manual dexterity; good hand and eye coordination; tact; initiative; resourcefulness; good judgement; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Two years of progressively responsible full time experience supervising or administering elements of a transportation system, e.g. operations, scheduling, dispatching, automotive repair, etc.; Plus 2 years of full time experience performing skilled automotive repair work.

**NOTE:** Courses in automotive mechanics and repair may be substituted for a maximum of one year of the automotive repair experience on a year for year basis.

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