

Director I, Vehicle Maintenance

Position Details

Job Code: U7100

Reference Code: A258

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to plan and supervise the maintenance of buses, trucks, automobiles, and other Clark County School District (CCSD) vehicles. This position is directly responsible to the Director III, Transportation Department, Operational Services Unit (OSU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops, recommends, interprets, and evaluates policies, regulations, procedures, and standards pertaining to vehicle maintenance.
2. Supervises the operation of preventive and mechanical maintenance programs; recommends and coordinates the purchase of garage tools and supplies; and tests the quality of repairs.
3. Oversees the writing of vehicle specifications and coordinates the bidding and purchasing of new vehicles.
4. Administers a detailed inspection program for school buses and other fleet vehicles, maintaining a high level of in-service for all vehicles.
5. Plans, organizes, directs, and coordinates a shop safety program.

6. Coordinates the efficient utilization of buses within the bus operations section and monitors white fleet vehicle use.
 7. Oversees the administration of vehicle parts, supplies, inventories, stockroom activities, and fuel use.
 8. Assists in preparing the automotive maintenance budget.
 9. Organizes, prepares, and maintains analytical and statistical reports related to CCSD vehicles.
 10. Reviews requests for all new vehicles, ensures optimum vehicle usage is maintained, and makes recommendations to the Chief Operational Officer.
 11. Supervises and evaluates the performance of assigned staff.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to utilize and promote the use of participatory management techniques.
 2. Ability to work cooperatively with school and administrative personnel and representatives of community organizations and agencies.
 3. Ability to communicate effectively, verbally and in writing.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in transportation, business, public administration or a related field; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

1. A valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. Hold or be able to obtain a Nevada Commercial Driver's License (CDL) Class A, with P – passenger endorsement within six (6) months of hire.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience in a highly responsible supervisory position in a large organization that included management of personnel, transportation,

vehicles, budget preparation, policies, regulations, procedures, and supervision of maintenance for a fleet of at least 500 vehicles.

2. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Automotive Service Excellence (ASE) Master School Bus or Heavy Truck Certification.
2. Knowledge of alternative fuels.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/07/24
- Created: 12/08/08