44961 SUPERVISOR, SHOP

Apply Here:
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=5Y7

TRANSPORTATION, Northeast Terminal
Traditional 235 work days
FTE: 1.0
Salary Range: $59,355 - $71,923

Please review the following link to see benefit information.

Essential Functions and Objectives:

Responsible for the day to day stability of a specific unit within the department. Directs and monitors the work effort of others to ensure the team operates smoothly and efficiently.

Supervises and coordinates personnel and the repair and maintenance of District vehicles.

- Ensures completion of daily activities; directs and supports the team's work efforts, maximizes productivity and achieves short term goals. Improves the team environment; plans, evaluates, and guides the behaviors of direct reports.
- Decides how work gets completed, based on what work is prioritized by management. Sets the team up for success by establishing: goals, action plans, deadlines, and standards. Tactfully assigns work to the team according to aptitude, skills, work load and interests.
- Closely tracks efforts to confirm work is performed according to standards; checks progress, evaluates accuracy, discovers deviations and identifies solutions.
- Leads and influences the team's best work by serving as an escalation point, solving routine problems, preventing conflicts, and giving direct feedback. Provides instruction and guidance to ensure full understanding of designated activities.
- Provides ongoing opportunities to help improve daily work skills; educates new team members, hosts meetings, mentors, and allows showcase of strengths. Ensures compliance with district by implementing and enforcing standard practices and procedures.
- Maintains a close relationship and regularly discusses workload and deadlines with the team. Report status to team members and managers, including cost, scope, quality, time, performance, and output to create a positive team atmosphere and keep everyone informed.
- Schedules inspections of District vehicles, responds to vehicle repair requests, and ensures that repairs are performed as quickly as possible and that all equipment is operational.
- Maintains training, Automotive Service Excellence (ASE) testing, and certification records, ensuring that the District is in compliance with safety regulations.
- Tracks, schedules, and records maintenance activities utilizing computerized data; performs skilled repair and maintenance operations using power tools and equipment; communicates fleet maintenance schedule and concerns with lead supervisor and fleet manager; conducts quality assurance inspections of fleet; and road tests vehicles to verify repairs.
- Coordinates the outsourcing of repairs to external labor by estimating the cost of repairs, reviewing service bids from vendors, obtaining purchase orders for repair costs, and monitoring quality of repairs completed by vendor.
- Participates in budget preparation and administration; coordinates purchasing and documentation; tracks warranty repairs to ensure that the District is not charged for items covered under the manufacturer's warranty; and monitors departmental expenditures, notifying supervisor of extraordinary expenses.
- Creates an adequate and safe work environment by inspecting and monitoring work areas and the use of personal protective equipment (PPE); examining tools, equipment,
and inventories; and providing employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.

- Maintains employee files; verifies employee schedules; and reviews work performance, offering counsel and corrective action as needed.

- Conducts new shop employee orientations and schedules training opportunities and on-going education for District technicians, ensuring that all technicians are current in the latest technology, diagnosis and repair skills.

- Serves as an on-call maintenance responder and coordinates on-call with maintenance personnel.

- Executes contingency plans during inclement weather operations.

**Physical & Environmental Conditions:**


**Knowledge, Experience & Other Qualifications:**

- Three (3) or more years of mechanic experience.
- Three (3) or more years of experience in a transportation organization, preferably school bus operations and fleet maintenance.
- One (1) or more years of experience working with collective bargaining units.
- Experience with long-term planning and scheduling of repairs and maintenance for school bus operations preferred.
- One (1) or more years of management responsibility.
- Automotive Service Excellence (ASE) certification in bus or automobile; Must meet CDE and FMCS inspector requirements; Minimum Class B Commercial Driver's license or ability to obtain within six months of date of hire; Must meet insurability requirements of the Self Insurance Pool for driving a District vehicle; Must submit a copy of current driving record at time of hire; Must clear CBI criminal/background investigation; and Must comply with Drug Free/Pre-hire and Random Drug testing conducted throughout duration of assignment.
- ASE master technician certification; Commercial Driver’s license Class B with PS2 endorsement.
- Ability to solve problems and make decisions quickly according to guidelines with consideration of safety and health of others.
- Ability to draft, lay out, and specify technical devices, parts, and equipment, and ability to provide documentation, detailed instructions, drawings, or specifications to others.
- Ability to plan and organize work, at times with interruptions.
- Knowledge of Colorado Department of Education (CDE), Department of Transportation (DOT), and Fluid Mechanics and Computational Science (FMCS) rules, regulations, and requirements.
- Knowledge of safety issues, regulations, and cost concerns when operating and repairing vehicles.
- Knowledge and experience with vehicle diagnostic systems.
- Strong interpersonal skills and ability to work effectively with diverse staff at all levels in all departments.
- Ability to effectively lead a team.
- Knowledge of repairing and maintaining mechanical equipment servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- Proficiency with Google Suite/Microsoft Office products and with fleet maintenance software (e.g., Faster).
- Bilingual (English/Spanish), preferred.

**Education Requirements:**

- High School Diploma or equivalent required.
- Associate's Degree or Journeyman license or Vocational Certification preferred.

**Other information:**

Thank you for your interest in the DPS Transportation Services Department. We are looking for individuals that demonstrate and share our DPS Core Values of Integrity, Equity, Accountability, Collaboration, Fun, and putting Students First. Come join the DPS team and make an impact at a great organization! DPS has become the fastest-growing large school district in Colorado and is widely recognized today as one of the best urban school systems in the country. We believe that innovative transportation services, and caring drivers and paraprofessionals, are an extension of
the school day and support learning outside of the classroom. We are passionate about providing safe school bus transportation to our student riders. A safe pleasant ride helps students start and end the school day on a positive note. This can have an enormous impact on a student’s attitude toward school. We all have a definite role in the safe operation of our school transportation system and we would love for you to be a part of the team!

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at [dpsk12.org](http://dpsk12.org).

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*