

Antelope Valley Schools Transportation Agency

VACANCY ANNOUNCEMENT / IN HOUSE RECRUITMENT

POSITION: Fleet Supervisor

PRIMARY PURPOSE:

Under immediate supervision of the Fleet Manager or CEO designee, performs shop administrative work - general accounting, reports, tracking and maintaining vehicle data following established routines and procedures.

DESIRABLE QUALIFICATIONS:

1. At least three years of experience in a clerical field with job responsibilities in accounting, record keeping, knowledge of school district procedures preferable.
2. At least three years of experience in the supervisory or managerial field.
3. Completion of 12th grade or equivalent classes in accounting and office practice preferred.
4. Possess a valid California driver's license.
5. Knowledge of modern office practices: filing, typing, and basic accounting procedures.
6. Knowledge of the geography of the Antelope Valley.
7. Must demonstrate necessary skills working with Microsoft Word and Excel. Skills include but are not limited to the following:
 - a. opening, editing, and saving changes to existing documents
 - b. creating new documents
 - c. creating and working with tables to include sorting features.
8. Demonstrate ability to e-mail documents.
9. The ability to learn and be proficient on database software.
10. Type neatly and accurately at least 45 words per minute.
11. Ability to communicate in a clear, concise, and professional manner.
12. Ability to manage and resolve conflict.
13. Ability to make mathematical computations with speed and accuracy.
14. Ability to operate various office machines.
15. Ability to maintain accurate and complete records and reports.
16. Ability to understand and follow oral and written directions.
17. Ability to establish and maintain cooperative working relations with others.
18. Ability to deal with information in a confidential and judicious manner.

SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged use of computers. Occasional prolonged and irregular hours may be required. Repetitive hand and arm motions.

REPORTS TO:	Director of Fleet & Facilities
SUPERVISES:	Shop Staff
TERMS OF EMPLOYMENT:	12 Month
WAGE/HOUR STATUS:	S-3 (\$5,719.01-\$6951.49 monthly)

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MAJOR DUTIES AND RESPONSIBILITIES:

1. Manages the assignment and completion of work orders as they relate to the mechanic staff.
2. Monitor and document progress on work order completion.
3. Manages trouble report submission and completion.
4. Manages the assignment and completion of work orders as they relate the Agency physical plant.
5. Coordinate and manage the ordering and receiving of parts and related to work orders.
6. Ensure California Highway Patrol maintenance record compliance.
7. Schedules inspections, preventative maintenance, and regular maintenance with CHP
8. Works with motor carriers on scheduling our thirteen-month inspections, maintaining, and circulating the fleet as needed.
9. Assist the Fleet Manager in the evaluation of shop personnel.
10. Compile, compute, track and record various shop and vehicle data.
11. Insure the maintenance of routine checks on drivers' paperwork, shop transactions, and reports.
12. Insure the maintenance of all records for shop such as vehicle data, outside invoicing, work schedules, time sheets, work orders, sales and purchases, etc.
13. Manage the operation of the Agency fuel management system.
14. Manages payroll compilation and submission of Shop personnel.
15. Serves as liaison to Dispatch regarding bus availability, and assignment.
16. Manages scheduling of on-calls, overtime, and extra work.
17. Manages daily operations of the Shop in the absence of the Fleet Manager.
18. Other related duties as assigned by supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION: Performance will be evaluated annually in accordance with the provision of the Board's policy on evaluation of professional personnel.

*Any employee interested in being considered for this position shall submit an application. Applications are available at avsta.com, or at the Agency-Front Office. Application must be received by Josie Delgado, Human Resources Administrator, no later than **4:00 p.m., Monday, July 29, 2024.***

Test/Interview dates TBD

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"