FLEET MANAGER

Department: Transportation
FLSA Status: Exempt

GENERAL PURPOSE

Responsible for the maintenance and operational excellence of the district's cars and buses in order to ensure that they do not interrupt the educational programs of the district.

ESSENTIAL JOB FUNCTIONS

- Supervises the diagnosing, assigning, and repairing of district automotive equipment.
- Maintains a current inventory of supplies and equipment.
- Establishes an efficient and effective system of routine automotive maintenance and preventive care.
- Sets up and supervises a system for the receipt and issuance of parts and supplies.
- Supervises a system for the keeping of records and inventories.
- Assigns, supervises, and inspects the work of the crew in the overhaul and repair of district automotive equipment.
- Assists in the recruitment, screening, training, and evaluation of garage employees.
- Promotes high standards of safety and good housekeeping methods in all work connected areas.
- Verifies time cards of garage workers.
- Remains on call for transportation emergencies.
- Supervises and inspects the work of the garage shop mechanics.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Associate's degree required;
- Five (5) years of experience in a related field with increasing supervisory responsibilities;
- OR an equivalent combination of training and experience.
- Certification in Automotive Mechanics and Diesel Engines required.
- Safety Inspector certification (Inspect School Vehicles) required.
- MACA (International Mobile Air Conditioning Association) certificate required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the operation, repair, and maintenance of buses and cars.
- Knowledge of automotive repair safety procedures.
- Skill in the management of a team of repairmen and technicians.
- Skill in the maintenance of inventories and records.

- Ability to read and interpret documents such as safety regulations, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

WORKING CONDITIONS

The employee is frequently working in and around mechanical and electrical equipment with occasional exposure to hazardous chemicals. The employee will also work inside, where the temperature is mild and the audio and visual stimuli are moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will operate hand tools, electric tools, heavy-duty equipment and machines, and the employee will work with automotive chemicals and systems. The employee may also engage in heavy lifting and moving. The employee must also be able to operate a computer and work in an office space.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

_____   _____
Employee Signature   Date

_____   _____
Supervisor (or HR) Signature   Date