

Job Description

Job Title: **Fleet Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2015**

Job Code: **050503**
 FLSA Status: **Exempt P**
 Level: **L 10**
 Work Year: **12 months**

SUMMARY: Responsible for developing and implementing the maintenance strategy for district vehicles and equipment; is responsible for overseeing all aspects of the vehicle/equipment maintenance program including personnel, preventative maintenance, repairs, governmental compliance, vehicle/equipment replacement program, safety standards, minimizing down time and using cost efficient means.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Administer district vehicle maintenance program utilizing staff to ensure the following activities are completed: daily planning and assigning work, inspecting completed work, maintaining compliance to safety and governmental standards. Supervise, troubleshoot and streamline the preventative maintenance program to ensure the program is being administered properly.	D	40%
2. Works closely with the transportation & fleet operations director in developing and monitoring long- range plans to fulfill the mission and vision of the department and district goals.	M	5%
3. Supervise and analyze performance of the preventative maintenance program and repairs to minimize vehicle failures and protect district vehicle assets, and adjust the program as necessary.	D	5%
4. Maintain the fleet maintenance database for analysis and monitoring of all maintenance, parts inventory, and associated costs through the use of district information technology systems. Develop and analyze fleet maintenance metrics including overall cost per mile, maintenance cost per mile, life cycle replacement, tire life, and replacement schedule. Compare metrics with industry standards. Prepare and post monthly reports in support of district goals	M	5%
5. Supervise and evaluate lead mechanics, master mechanics, fleet mechanic and apprentice mechanic regarding work performance and productivity, teamwork, safety standards, and attendance.	D	20%
6. Conduct regular shop safety meetings. Promote communication and collaborative processes that stimulates staff members to freely contribute ideas, appropriately participate in decision making, problem solving, and consistently striving for improvement in quality and quantity of department programs and customer services.	D	2%
7. Responsible for evaluating vacation and time-off procedures to ensure coverage for shift work to meet operational requirements through the use of district information technology systems.	M	2%
8. Supports continuous growth through the implementation of relative staff development and training programs. Develop and provide training opportunities for all maintenance shop personnel to increase efficiency and productivity and keep current with new technology and methods.	A	2%
9. Evaluate and maintain warranty compliance to ensure maximum reimbursement and avoid unnecessary budget cost. Negotiate with and monitor vendors for outsourced services.	A	2%
10. Develop usage based vehicle specifications and coordinate with management for purchase of vehicles, shop equipment and supplies.	Q	2%
11. Review current developments, literature, and technical source information related to job responsibilities in the endeavor to seek new information to improve and enhance current vehicle maintenance programs.	M	2%
12. Maintains all reports and documentation required or requested by the department, district or state. Prepares reports for evaluation of fleet maintenance effectiveness and efficiency. Identifies state statues, rules and regulations related to transportation services and recommends	A	3%

Superintendent Policies consistent with these mandates.		
13. Maintain proper records for Federal, State, City and County governmental compliance. Follow Federal and State laws as well as Board and Superintendent Policies.	M	5%
14. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Bachelor’s degree preferred.
- Minimum of five (5) years supervisory experience with vehicle maintenance programs.
- Five years of experience in vehicle maintenance repairs including medium/heavy duty diesel engines.
- Must complete the district courses “Progressive Discipline” and “Classified Evaluation System” within one year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Commercial driver’s license (CDL) “B” with P2S endorsement within 60 days of hire.
- CDE Inspector Qualification Certificate endorsement within 60 days of hire.
- CDE Third Party Tester Qualification Certificate endorsement within 60 days of hire.
- Colorado Diesel Opacity license endorsement within 60 days of hire.
- CDE Brake Inspector certificate.
- ASE School Bus Master Certificate, preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication skills. Ability to draft and produce letters, reports, and operational manuals/handbooks.
- Ability to provide effective long-range leadership.
- Ability to create an environment for excellence that models honesty and integrity, fosters self-motivation and enables and entrusts others to perform at their best.
- Ability to plan, supervises, and evaluates others.
- Knowledge of State and Federal laws and regulations as they apply to student transportation and maintenance vehicles.
- Basic math and computer skills.
- Advanced mechanical repair skills.
- Knowledge of repairing heavy-duty gasoline and diesel vehicles.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical automotive shop equipment and tools.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Transportation & Fleet Operations Director	5010

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Lead Mechanic	1	5050
	Master Mechanic	7	1455
	Fleet Mechanic	1	1459
	Apprentice Mechanic	1	060524

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Fiscal responsibility for monitoring and maintaining established budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	