

SCHOOL DISTRICT OF ALAUCHA COUNTY

MANAGER -- FLEET

JOB DESCRIPTION

JOB CODE:	780130	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	11
CONTRACT CODE	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution in Finance, Business, Engineering, or Automotive Technology; and
- (2) Minimum of five (5) years experience in fleet management or supervision and management; or
- (3) An equivalent combination of education and experience in fleet maintenance and repair.
- (4) Hold Certification in Automotive Fleet Management (CAFM), or must obtain certification within twenty-four months of employment.
- (5) Hold a Valid Florida Class A CDL license, or must obtain within 90 days of employment in this position.
- (6) Hold OTETA Certificate, or ability to obtain within 90 days of employment in this position.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the operations of a school bus maintenance shop and of preventive maintenance procedures as related to school buses and other vehicles. Considerable knowledge of occupational hazards and safety precautions relating to a school bus maintenance facility. Considerable knowledge of rules and regulations of the Board and state laws as applicable to maintenance and inspection of vehicles. Ability to plan safe, economical, and efficient repair and inspection programs. Ability to direct work of personnel in a manner conducive to efficiency and high morale. Ability to instruct mechanics and department staff in proper repair procedures and inspection programs. Skill in the use of computer applications. Ability to maintain required records and to prepare detailed reports. Ability to establish and maintain effective working relationships with staff, principals, administrators, and the public.

REPORTS TO:

Director -- Transportation

JOB GOAL

To manage a safe, economical, and efficient vehicle maintenance and inspection program for the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Develop, implement and monitor a safe, economical, and efficient maintenance and inspection program in accordance with applicable rules, regulations and directions from Superintendent.

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- * (2) Plan, direct, coordinate and administer all activities and personnel in the fleet department in accordance with applicable laws, rules, regulations and directions from Superintendent.
- * (3) Create a bus inspection schedule pursuant to current standards.
- * (4) Create employee work schedules to optimize fleet availability.
- * (5) Create an EPA inspection schedule, inspect all fuel sites and shop areas to meet EPA requirements, and maintain EPA files.
- * (6) Assist in the development of specifications for bid items.
- * (7) Oversee repairs to fuel storage leak detection systems, the fuel inventory system and delivery systems.
- * (8) Assist in establishing two-way radio procedures and make all necessary repairs.
- * (9) Repair Board vehicles and road test, as needed.
- * (10) Inspect shop equipment to maintain a safe working environment.
- * (11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (12) Maintain records and prepare required reports relevant to the operations of the fleet department.
- * (13) Review and analyze data related to the operation of the maintenance, repair and inspection of vehicles.
- * (14) Keep abreast of trends and developments related to fleet maintenance and inspection.
- * (15) Assist department staff in keeping up-to-date and well informed about issues and changes in area of responsibility.
- * (16) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (17) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (18) Be knowledgeable of and adhere to Board policies.
- * (19) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (20) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (21) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (22) Monitor district compliance with applicable codes, rules and statutes.
- * (23) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (24) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (25) Attend meetings and conferences to promote professional growth and benefit the District.
- * (26) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (27) Prepare or supervise the preparation of all reports and maintain updated and accurate records.
- * (28) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (29) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (30) Respond to inquiries and concerns in a timely manner.

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- *(31) Model and maintain high ethical standards.
- *(32) Adhere to applicable safety standards.
- *(33) Follow attendance, punctuality and proper dress rules.
- *(34) Maintain confidentiality regarding school/workplace matters.
- *(35) Serve on school/district committees as required or appropriate.
- (36) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 08

Adopted 6/18/19