

Dept./School: Transportation
Reports to: Fleet Transportation Supervisor
Wage/Hour Status: Nonexempt
Pay Grade: Auxiliary-Pay Grade 4

PRIMARY PURPOSE: Maintain parts and supply inventories, repair work order assignments, communicate effectively between the shop and other staff and driver personnel.

QUALIFICATIONS:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:

Basic math skills
Knowledge of vehicle parts terminology usage
Knowledge of automated inventory systems and procedures
Knowledge of purchasing procedures

MAJOR RESPONSIBILITIES AND DUTIES:

- Perform all necessary clerical and office duties.
- Effectively communicate with all vendors and follow departmental policies for determining parts selection by vendor and manufacturer.
- Stock, organize and inventory parts room.
- Perform all necessary carrier services for Transportation Department.
- Process vehicle conditioning reports for assignments and record validations.
- Establish and maintain all physical records for Fleet Maintenance meeting state and local requirements.
- Establish and maintain the District's Fleet Maintenance program.
- Facilitate the transport of all DISD vehicles to various locations for maintenance, repair and delivery.
- Assist Fleet Operations Specialist in maintaining vehicle maintenance schedules and making assignments to designated technician.
- Assist in minor repairs and maintenance to accommodate fleet operation.
- Clean and organize shop and various fleet vehicles as needed.
- Must be able to drive routes as needed in support of Transportation operations.
- Other duties as assigned.

Equipment Used: Personal computer, printer, calculator, copier, fax machine, and hand tools, various machinery and equipment.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interprets policy, procedures and data; coordinates district functions; maintains emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions.

MINIMUM SALARY: \$29,640.00

TERM OF CONTRACT: 260 days per year

APPOINTMENT: The appointment of this position will be recommended to the Board of Trustees by the Superintendent of Schools on the basis of the applicant's training, experience, and expertise. The Board of Trustees must give final approval.

APPLICATION PROCEDURES:

District Employees

Interested candidates must complete and submit the Denton ISD on-line Internal Application at www.dentonisd.org. Upload employment credentials and a current résumé detailing experience, qualifications and professional accomplishments.

Out of District Applicants

Interested candidates must complete and submit the Denton ISD on-line Internal Application at www.dentonisd.org. Upload employment credentials and a current résumé detailing experience, qualifications and professional accomplishments.

APPLICATION DEADLINE: Position will remain vacant until qualified applicant is employed.

THE DENTON INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER