



DUNCANVILLE ISD

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Job Title: Fleet Manager

Wage/Hour Status: Non-Exempt

Reports to: Director of Transportation

Pay Grade: AUX-7

Dept. /School: Transportation

Date Revised: 12-14-2017

Primary Purpose:

Supervise and assist the Fleet Manager in the daily and periodic activities of vehicle repair and maintenance operations to ensure proper performance and safety of all district vehicles and related support equipment and facilities.

Qualifications:

Education/Certification:

- Valid Texas commercial driver's license (Class B) with a P & S Endorsement
- Certified Texas vehicle safety inspector
- TASBT and/or ASE Master Technician Certification, preferred or a minimum of 6 TASBT certifications

Special Knowledge/Skills:

- Advanced knowledge of automotive and diesel maintenance
- Advanced knowledge of school bus chassis and body repair
- Ability to operate equipment and tools involved in vehicle repair
- Ability to direct, train, and supervise personnel and to coordinate shop operations
- Ability to operate all vehicles (school bus and service truck)
- Must obtain CDL within first 6 months of employment

Experience:

- 5 years-experience in whole vehicle repair
- Must have direct experience with troubleshooting procedures and preventative maintenance procedures.
- One year supervisory experience preferred

Major Responsibilities and Duties:

Maintenance and Repair

- Supervise the proper use of diagnostic equipment to evaluate mechanical problems in vehicles.
- Supervise the rebuild, replacement, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
- Assign priority and process vehicle repair work orders.
- Evaluate and recommend all repairs. Provide cost estimates to supervisor and other department heads.
- Assign all vehicle repairs to personnel and oversee their completion.



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- Contract repairs when work cannot be performed in shop.
- Supervise the welding and minor bodywork to keep vehicles operating.
- Establish procedures for the rapid response/replacement of inoperable school buses during regular daily operations and field trips.
- Establish and monitor the preventive maintenance schedules for all vehicles
- Train mechanics on mechanical diagnostic procedures.
- Evaluate performance of mechanics and recommend training programs as needed.
- Establish TASBT training and recognition programs for shop mechanics.
- Establish training programs for all mechanics and shop personnel.
- Implement work standards for all jobs and evaluate the performance of mechanics.

Inspection:

- Inspect and tack performance of repair work performed by mechanics.
- Inspect and approve work done by outside contractors.
- Review and approve completed work orders.
- Ensure that state safety inspections for all district vehicles are performed properly and timely.

Safety:

- Ensure that tools, equipment, and machinery are operated and stored according to prescribed safety procedures.
- Ensure that safety procedures and techniques used to perform job duties including lifting, climbing, etc. are practiced by shop employees.
- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- Ensure that hazardous materials are properly stored and used, and have proper signage.

Inventory and Equipment:

- Keep shop, equipment, and tools in safe operating condition.
- Order equipment and supplies and maintain accurate records.
- Recommend replacement of existing equipment.
- Conduct annual inventory of physical equipment and supplies.
- Ensure the upkeep and appearance of shop and parking lot area.

Other:

- Work irregular hours and respond to after-hours emergency calls as needed. Establish on-call mechanic support.
- Maintain records required by TECQ concerning maintenance and inspection of fuel dispensing systems.
- Assist in recruiting, screening, training, and evaluation of shop employees.
- Maintain accurate information for payroll reporting (time cards, tardiness, and



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absenteeism).

- Understand laws and regulations on transportation and safety.
- Prepare and submit information for state and local reports to the director.
- Analyze purchase request, purchase order history, fuel consumption, tire usage and mileage to prepare reports for in-house decision-making and budget preparation.
- Establish vehicle damage reporting system for all district vehicles.
- Recommend and report on cost savings opportunities for the fleet operation.
- Other duties as assigned by the Fleet Manager or Director.

Supervisory Responsibilities:

Supervise and evaluate work of all shop employees.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

Posture: Frequent standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking; frequent climbing, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours;

Mental Demands: Maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____

Date _____