



Fleet Services Manager (226 days)

JobID: 27748

Position Type:

Central Staff/Manager

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Date Posted:

10/5/2018

Location:

Student Transportation Services

QUALIFICATIONS

- o Accredited High School Diploma or equivalent (U.S.A. equivalency); Required
- o Five (5) years supervisory experience over a large fleet environment
- o Four (4) years experience in vehicle repair and maintenance procedures
- o Two (2) years experience in heavy duty truck or bus mechanic
- o Certification with Texas Association for Pupil Transportation or Texas Association for School Bus Technicians – Preferred
- o Clear and valid Texas Commercial Driver's license (Class A or B with a Passenger [P] and School
- o Bus [S] endorsement, or obtain within 90 days of employment
- o Possess at least (8) of the Automotive Service Excellence (ASE) Certifications A1-A8 or Medium/Heavy Duty truck equivalents T1-T6 or S4, S5, S6, or S1-S7 school bus certification
- o Possess and maintain within six (6) months of employment Texas School Bus certification
- o Possess and maintain Texas Commission on Environmental Quality (TCEQ) Stage II Vapor Recovery Certification (within 45 days of employment)
- o Advanced knowledge of Microsoft applications and fleet maintenance programs
- o Proficient with calculator and personal computer
- o Demonstrated knowledge and proficiency in personnel recruitment, hiring, leaves/absences, salary development, and records management
- o Demonstrated knowledge of federal and state employment laws and hearing procedures
- o Ability to implement policy and procedures
- o Ability to interpret data
- o Ability to manage budget and personnel
- o Ability to provide transformational leadership in a start-up transportation environment
- o Ability to operate school bus and manage students
- o Strong communication, public relations, and interpersonal skills necessary to communicate with
- o diverse employee groups, administrators and patrons

BASIC FUNCTIONS

- o Coordinates transportation department operations, including standardization of procedures and methods used in the shops at the service centers
- o Oversee and assign work to be completed by shop foremen, lead technicians, and parts technicians for district transportation service centers
- o Develop and implement quality control measures for shop operations and ensures timely completion of work

- Assist in the development, evaluation, and enforcement of transportation policies, procedures, and guidelines
- Develop and ensures preventive maintenance is performed appropriately on all district vehicles
- Maintain and promote safety in the shop by ensuring established safety procedures and techniques to perform job duties including lifting, climbing, etc. are followed
- Assist in the preparation of the department's operating budget and justifies financial expenditures for the approved budget
- Develop specifications and make recommendations for bid approvals and provide support documentation for purchasing items such as buses, shop equipment, and fuel and for service contracts
- Approve all purchases for shop operations and follow district guidelines governing purchasing procedures
- Make sound recommendations relative to personnel hiring, placement, transfer, retention, and dismissal
- Responsible for creating/maintaining/scheduling continued training for employees and orientation for new employees
- Compile, maintain, and file all reports, records, and other documents required
- Understand and enforce all laws, regulations, guidelines, and policies as it relates to the transportation of district students and staff
- Operate buses and other vehicles and transport students as needed
- Participate in staff development meetings as needed
- Maintain confidentiality as it relates to students and employees
- Support the District and Transportation Department through strong work ethic and punctual attendance

Salary will be commensurate with experience and education

Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/HDallas Independent School District, is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law. The District is required by Title VI and Title

FMLA regulations require all employers to post the [updated FMLA notice](#).

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