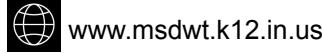


Washington Township Schools

8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240
P: (317) 845.9400
F: (317) 205-3385



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at www.msdwt.k12.in.us/careers.

JOB DETAILS

Job Title	Assistant Fleet/Garage Manager
Education	High school diploma or equivalent
Location	Transportation Center
Work Schedule	Monday-Friday, 9:00am – 6:00pm
Calendar Length	Year-round
FLSA Classification	Salaried, Exempt
Salary/Hourly Rate	\$72,000 annually
Benefits	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

Under the supervision of the Director of Transportation, Associate Director of Transportation, and Fleet/Garage Manager, the Assistant Fleet/Garage Manager is responsible for performing the following duties:

- Assisting in supervising technicians in daily garage operation.

- Scheduling all off-site vehicle maintenance as required.
- Advising and assisting technicians with repairs procedures.
- Assisting technicians as necessary to complete timely repairs.
- Operating all mechanical equipment in the garage.
- Maintaining and facilitating all vehicle brake inspections in accordance with Indiana State Police policies and requirements.
- Utilizing computer applications necessary to operate the garage.
- Managing all parts and supplies for the garage, including ordering, processing, shipping and receiving.
- Coordinating the distribution of parts to garage technicians, managing inventory distribution, and maintaining inventory during all State Bus Inspections.
- Overseeing bus availability and coordinating the movement of buses from shelters for technicians.
- Maintaining fuel system and fuel intake while keeping UST standards up to date.
- Managing and overseeing all fire extinguisher requirements for all buses in the fleet.
- Coordinating with the Fleet Manager to maintain a clean, safe and work-friendly environment.
- Maintaining and facilitating all vehicle and equipment warranty claims.
- Assisting the Director of Transportation and/or Garage Supervisor as needed to assess and drive roadways in inclement weather in order to determine driving conditions.
- Other duties as assigned by the Director of Transportation, Assistant Director of Transportation and/or Fleet Manager.
- Serving as Acting Fleet Manager when Fleet Manager is absent.

Knowledge, Skills, and Abilities

- Candidates must have basic computer knowledge and the willingness to learn computerized preventative maintenance programs.
- Knowledge of computerized mechanical diagnostics preferred.
- Must have a mechanical background, knowledge of school buses, knowledge of diesel powered vehicles, and working with State Police inspections.
- Must have strong organizational skills, as well as strong oral and written communication skills.
- Must have experience using routing software, preferably VersaTrans, as well as knowledge of Fleet Vision and Trip Tracker.

Required Qualifications

- Must have a valid CDL with a P and S endorsements or be able to obtain it within 6 months of hire. CDL will be for bus transport only
- Must have ASE S2 Certification or be able to obtain it within 6 months of hire.

Education

- High school diploma or equivalent

Experience

- Prior experience in garage functions required.

Physical Demands

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Very Frequent
Ability to carry more than 50 pounds	Very Frequent
Amount to lift more than 50 pounds	Very Frequent
Amount of force to push/pull up to more than 50pounds	Very Frequent
Ability to work at a desk, conference table or in meetings of various configurations	Often
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Often
Overhead work	Often

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or

national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.