



<b>TITLE:</b>	<b>Fleet Manager</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Assistant Director of Transportation</b>	<b>TERMS:</b>	<b>238 Days</b>
<b>DEPARTMENT:</b>	<b>Transportation</b>	<b>PAY GRADE:</b>	<b>AP3, Non-Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

Supervise major and minor mechanical repairs to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures. Assist maintenance staff with completing work orders and/or preventative maintenance. Ensure staff are properly trained on all aspects of the school district fleet maintenance.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED  
 Appropriate, clear, and valid commercial driver’s license with Passenger (P) and School Bus (S) endorsements  
 Twelve (12) ASE or TASBT Certification preferred, Six (6) required  
 Master School Bus Technician (ASE or TASBT) preferred

**Experience:**

Seven years’ experience as a mechanic (diesel engine experience preferred)  
 Acceptable skill in supervision of personnel and programs  
 Previous school district shop supervisor experience preferred

**Supervises:**

Lead Mechanic/Mechanics / Preventive Maintenance Mechanics

**WORKING CONDITIONS:**

Frequent walking, bending, kneeling, climbing, carrying, pushing, and pulling; moderate lifting and carrying up to 50 lbs. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes; work around vehicles and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Ability to egress from the bus and supervise student evacuation from the bus in a timely manner during emergency situations. Ability to drive all types of school buses, including those without air conditioning, and other district vehicles. Work irregular hours as needed.

**Essential Functions:**

1. Direct an efficient and effective system of routine and preventative vehicle and equipment maintenance throughout the district’s fleet of vehicles.
2. Keep informed of and comply with all district regulations and policies concerning personnel management. Recruit, train, supervise, and evaluate mechanic staff. Supervise maintenance personnel in their daily assignments. Prioritize work orders.
3. Maintain accurate, updated records of fleet maintenance, including time and materials required to perform repairs and service. Maintain all fleet vehicle inspections and registrations (including new purchases).
4. Maintain fuel system documentation as required by the governmental agency (TCEQ). Provide reports to the state as required by law. Perform tier two chemical reports. Maintain an A + B license for the fueling station.



5. Operate and maintain district vehicles, tools, equipment, and machinery according to prescribed safety procedures.
6. Keep shop areas and the surrounding parking lot clean and free of debris. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.
7. Assist with the management of inventory documentation. Ability to utilize transportation software.
8. Successfully and professionally interact with district employees, parents, students, and district patrons.
9. Establish and maintain public relations efforts designed to enhance the image of the position.
10. Respond to after-hours emergency calls as needed. Operate buses and deliver buses to drivers when breakdowns occur. Perform disaster duty as needed (hurricanes, earthquakes, floods, ice, etc.).
11. Oversee outside repair of vehicles when work is unable to be performed in-house. Ensure efficient use of district monies through contracting out labor.
12. Maintain fleet accident log. Work with insurance companies to ensure that accident claims are handled in an efficient manner.
13. Maintain accurate mileage records for TEA Route Service and Operations annual reporting.
14. Supervise the State of Texas Vehicle Inspection Station and ensure all staff who conduct inspections have received proper training and are currently certified. Maintain related equipment for inspections.
15. Perform as a substitute operator when necessary.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, abilities, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

Printed Name

Date