

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Fleet Maintenance Coordinator*

QUALIFICATIONS: High School Diploma or GED preferred; ability to follow written, oral instructions and schedules; ability to work well with others; knowledge of standard practices, methods, tools and equipment pertaining to the repair and maintenance of all gasoline, alternative fuel and diesel powered equipment and vehicles owned by the school district. Must possess a valid commercial driver's license; pass annual physical and eye examination that is performed by a Federal Motor Carrier Safety Administrator (FMCSA) approved examiner and that otherwise meets current CDL requirements; pass pre-employment and random drug screenings.

REPORTS TO: Transportation Manager

JOB GOAL: Plan, schedule, repair and perform preventative maintenance on the Grant Parish School Board transportation fleet as needed; ensure the availability of vehicles and that they are in a safe operating condition; complete documentation of repairs to meet Grant Parish School Board, state and federal requirements

SUPERVISES: None

ACCOUNTABILITY: Performance evaluation annually

SALARY: Maintenance Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

PERFORMANCE RESPONSIBILITIES:

- Provides supervision and support to all personnel involved in vehicle maintenance.
- Assists in a program of preventive maintenance for all vehicles owned by the school district.
- Assists in keeping all work areas in a clean and safe condition.
- Responds to calls during regular working hours and non-working hours when necessary and makes emergency repairs either in the shop or on the road.
- Scheduling personnel to assure that regular vehicle inspections are completed in accordance with state statutory requirements and district policy.

- Recommending the procurement and replacement of vehicles in use throughout the district.
- Maintains the parts inventory for district vehicles, establishes and monitor issuance, charging, stocking, ordering and record keeping procedures.
- Assists the bookkeeping department of the central office with inventory of equipment.
- Coordinates the implementation of a warranty tracking program, assuring that the proper documentation and credits are issued and warranty work is performed in a timely manner by the vendor.
- Drives buses when needed to ensure transportation coverage of students and when service is required from an off-site vendor.
- Knowledgeable of all Federal, State and District laws, policies and regulations.
- Implement and provide preventive maintenance schedules of all district vehicles.
- Assists the Transportation Manager in the preparation of the annual operating budget.
- Implementation and monitoring of on-site fuel tanks; required record keeping.
- Responsible for accounts payable and ensuring paperwork is submitted to the Transportation Manager's office in a timely manner.
- Manages the Mechanics' and Mechanic Assistant's time sheets, requests for leave and absences and ensures paperwork is submitted to the Transportation Manager's office in a timely manner.
- Monitor repairs and repair work orders.
- Ensures proper care of equipment and tools and recommends procurement of new equipment and tools when necessary.
- Mechanic work.
- Maintains records/files on each district vehicle.
- Performs Department of Motor Vehicle inspections semi-annually; completes the related recordkeeping.

PROFESSIONAL RESPONSIBILITIES:

- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately within deadlines without supervision.
- Perform job responsibilities consistently; use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.

- Demonstrate competence in areas of responsibility.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date