

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FLEET MANAGER

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Possess a valid Florida CDL with appropriate endorsements.
- (3) Experience in vehicle repair and maintenance required.

KNOWLEDGE, SKILLS AND ABILITIES:

Supervisory skills. Knowledge of federal, State and local laws and regulations affecting maintenance standards for vehicles owned by the School Board. Organizational and monitoring skills. Knowledge of safety rules. Knowledgeable in office practice skills. Operating knowledge of a school bus.

REPORTS TO:

Director of Leadership Development

JOB GOAL

To ensure that the District's transportation system operates in a safe and efficient manner.

SUPERVISES:

Mechanics
Other Assigned Support Staff

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervise the diagnosis, assigning and repairing of District motor vehicles.
- * (2) Maintain a current inventory of supplies and equipment.
- * (3) Establish an efficient and effective system of routine maintenance and preventive care.
- * (4) Supervise the receipt and issuance of parts and supplies.
- * (5) Responsible for records, reports and inventories.
- * (6) Determine, assign, supervise and inspect the work of the mechanics in the overhaul and repair of District vehicles.
- (7) Assist in the recruitment, screening, training and evaluation of garage employees.
- (8) Promote high standards of safety and good housekeeping methods in all work connected areas.
- * (9) Verify time sheets of garage workers.
- (10) Attend all required in-service and training programs.
- (11) Maintain regular communication with appropriate personnel.
- (12) Assist with road calls of District vehicles as needed.
- (13) Serve as night supervisor for the fleet and department as needed.
- * (14) Use effective, positive interpersonal communication skills.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

FLEET MANAGER (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Flagler Schools Strategic Framework – Resources & Support Systems