

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Fleet Office Coordinator
Date Prepared or Last Modified: November 15, 2022
Work Year: 12 months
Department: Transportation
Reports To: Transportation Director

SUMMARY: Responsible for the day to day operations of the Fleet Office. Provides leadership and assistance to Fleet Parts Controller and Technicians to ensure the daily work is assigned and completed. Provides accurate accounting of the Fleet budget. Responsible for the Fleet maintenance billing system. Develops and promotes good relationships among various community, schools and staff members. This position must serve the department as a state certified Emission Compliance Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 20% Maintains and updates Fleet maintenance computer system for Technicians, billing, inventory, work flow, and vehicle history and inspections to ensure day to day work assigned is complete. Provides leadership and assistance to Fleet Parts Controller and Technicians to ensure the daily work is assigned and completed. Maintains Fleet computer system. Initiates and makes all changes and enhancements to system. Performs all edits and testing as needed to ensure that the Fleet is in compliance with all state and federal regulations to include state emissions compliance.
- D 20% Maintains the Fleet department budget throughout the fiscal year by updating line items and transferring funds to ensure the department is within the allocated Transportation Fleet budget. Prepare accounts payables and receivables, monitor fuel card usage for all fuel cards held by District employees and Transportation employees. Responsible for the billing of Medicaid and Charter School bus usage and maintenance.
- M 10% Acts as liaison for purchases made by Parts Controller on district Purchase Card. Responsible for allocating PCard purchases and running reports for the Fleet Office.
- D 20% Maintain vehicles and parts records including warranty details on individual vehicles. Archive and purge files as required by federal, state, municipal, count and/or district regulations or policies. Researches and collects data, compiles statistics and prepares regular or special reports. Prepares planning and reporting information for the Director, Fleet Manager or Chief Operations Officer.
- D 10% Responsible for submitting work orders through SchoolDude to support the Fleet offices' equipment and maintenance of the Transportation building and surrounding property (e.g. parking lot, light poles for buses, etc.). Notify Facilities Department immediately in case of building maintenance emergencies
- D 15% Communicate out of service details to Director and Dispatch by email, face to face communication and telephone as to not interfere with the daily operations and students' day to day service.
- W 2% Attend all meetings and training sessions including all in-services and first aid, CPR classes that are required by the District and state. Maintain CDL License which includes keeping DOT Physical current to ensure in compliance with all state and federal
- W 1% Arrange/coordinate demos/training for new products and equipment. Research, analyze and provide technical information support for products and services striving for efficiency. Advise various departments as necessary.
- D 1% Drive routes and/or excursions as necessary in emergency situation or when staff is limited.
- D 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: Four years of high school, completion of G.E.D., or equivalent vocational school or short term courses, such as typing, dictation, computer training, commercial driver training, commercial trade training, etc. Certified bus driver, First Aid/CPR and software training, etc

EXPERIENCE: Over two years, and up to and including three years' experience in Accounting environment preferred and knowledge in fleet maintenance, parts and inventory control helpful. Fleet Management system, basic accounting, ordering parts, monitor inventory Computer knowledge, including various software programs, basic accounting, organizational skills, able to work with large staff (interpersonal skills) good communication skills, ability to keep good records for bus and district fleet

SKILLS, KNOWLEDGE, & EQUIPMENT: Good computer skills, use of Google Suite, Google Drive and GMail. Good verbal, writing, math, interpersonal skills, and good knowledge of district's information systems and fleet maintenance software. Certified in First Aid and CPR and have a CDL and must have a P and S endorsement and be able to pass the physical by district provider. Please Note: The transportation department is able to provide testing and training in some of the required driving skills.

CERTIFICATES, LICENSES, & REGISTRATIONS: Must obtain a DOT physical. Must obtain "B" License with P2S endorsement within 3 months of hire. Must obtain First Aid and CPR certifications within 3 months of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position provides leadership and assistance to Fleet Parts Controller and Technicians. This position assigns work related tasks to fleet technicians and Parts Controller. Acts a resource for the Fleet Manager and district personnel regarding work orders to ensure the daily work is assigned and completed to meet state and federal regulations.

JUDGMENT AND DECISION: Work is self-directed, with special projects occasionally assigned by Mechanics or Transportation Fleet Manager or Director of Operations. Process accounting/payments, etc., order parts and when needed, schedule all preventive maintenance, annuals, throughout the district. Usually confers with Fleet Manager, Transportation Director and Director of Operations

DIVERSITY OF DUTIES: Personal computer, various software programs, including the AS400. Knowledge of fleet software and basic accounting. Familiar with board policies, district procedures, CDL, CDE and DOT and transportation policies and procedures. Also familiar with the challenges working in the transportation department. Good communication with staff (also students and parents while driving a bus). Must be able to prioritize work (which buses are needed to transport students for the day/week) must be flexible and adaptable for any situation. Example: Bus brakes down while on route, must find another bus to continue route. Must be able to drive route at any given time.

SAFETY TO SELF AND OTHERS: Medium exposure to repetitive motion or stress from computer usage. Low exposure to self to bruises, cuts, burns, fractured bones, lost of limb and/or sight and to hernia from heavy lifting. Very low exposure to disfigurement or death.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hand and fingers and to talk or hear. Frequently required to stand, walk, sit, reach, climb or balance, and stoop, kneel, crouch or crawl. Occasionally required to taste or smell. The employee is occasionally required to lift 10-50 pounds. The employee must be able to have clear vision at 20 inches or less, distinguish colors, have good peripheral vision as well as depth perception.

WORK ENVIRONMENT: The employee will regularly be exposed to moving mechanical parts. Frequently be exposed to fumes or airborne particles, outdoor weather conditions, extreme cold and extreme heat. Occasionally exposed to wet or humid conditions, work in high, precarious places, be exposed to toxic or caustic chemicals, have a risk of electrical shock and vibration.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to use interpersonal skills, compile and negotiate. Frequently required to analyze, communicate, copy, coordinate, compute, synthesize and evaluate. Occasionally required to compare and instruct...