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# SCHOOL DISTRICT OF BRADFORD COUNTY

## JOB DESCRIPTION

### FLEET MANAGER

#### JOB GOAL

Develop policies and manage processes and procedures for the safe, effective and efficient maintenance and operation of district owned buses, vehicles and equipment.

#### QUALIFICATIONS:

- High School Diploma or equivalent.
- 10 years of experience as a progressively responsible technician in the field of truck, bus, and/or automotive repair.
- 3 years of experience in fleet and/or retail repair shop management including supervisory responsibilities.
- Valid Florida CDL Class B license with air brakes.
- Certified in 5 or more areas of truck, bus, and/or automotive repair, via, ASE, Manufacturer, State of Florida or other industry recognized organizations.
- Must be or become a Certified School Bus Inspector.

#### KNOWLEDGE, SKILLS AND ABILITIES:

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- Understand and interpret State of Florida School Bus Specifications, and district policy relative to the provision of Fleet Maintenance of School Buses, Vehicles and other equipment.
- Possess high level of troubleshooting, diagnostic, and repair ability in a wide range of areas such electrical, A/C systems, diesel and gasoline engines, emissions systems, brakes, steering, cooling and hydraulic systems.
- Proficient with the use computers for basic office applications such as word, excel, e-mail, and internet and district data systems applicable to fleet maintenance operations.
- Ability to communicate orally and in writing effectively and efficiently with all staff at various levels.
- Possess a high level knowledge of sources of information related to problem resolution.
- Possess a high level knowledge of occupational hazards and accident prevention in area of responsibility.
- Ability to understand and communicate proper vehicle and equipment diagnostic and repair techniques, troubleshooting methods, tool identification and use, as well as safe work practices.
- Ability to read and understand technical manuals and follow logic ladders to diagnose and repair vehicles and equipment.

REPORTS TO: Transportation Director

**FLEET MANAGER (Continued)****PERFORMANCE RESPONSIBILITIES:**

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- Efficiently and effectively troubleshoot, diagnose and repair district owned buses, vehicles and equipment in a wide range of areas such as electrical, A/C systems, diesel and gasoline engines, emissions systems, brakes, steering, cooling and hydraulic systems, wheelchair lifts.
  - Develop departmental policies and procedures for the safe, efficient and effective maintenance and use of district owned buses, vehicles and equipment.
  - Develop key metric reports for Transportation Director Review and use as directed.
  - Ensure all School Buses, Vehicles and other equipment are inspected and maintained in strict compliance with state and district standards of safety, cleanliness, and functional capability.
  - Participate in quality control checks and inspections to ensure the inspection processes and procedures are being followed.
  - Develop policies and manage the processes and procedures necessary for the ordering, receiving, issuing, storage and security of parts, supplies and materials in an responsible manner.
  - Recommend to the Transportation Director the purchase, replacement, and surplus of tools, equipment applicable to the maintenance of the districts buses, vehicles and equipment based on quantifiable data to support the recommendation.
  - May be on call after regular hours
  - Participate in personal and professional training programs as requested
  - Oversee and ensure shop cleanliness and organization to provide safe and efficient work conditions.
  - Develop standards and ensure repair records for all buses, vehicle and equipment are properly generated, completed and maintained consistent with district policies.
  - Develop maintenance schedules and oversee scheduling of work load for all district owned buses, vehicles and equipment
  - Perform other duties consistent with the safe and efficient management of the districts fleet

**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