

# JOB DESCRIPTION

## **PATERSON** **BOARD OF EDUCATION**

**TRANSPORTATION**  
**4418 Fleet Maintenance Coordinator**  
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**JOB TITLE: FLEET MAINTENANCE COORDINATOR**

**REPORTS TO: Supervisor of Transportation**

**NATURE AND SCOPE OF JOB:**

The Fleet Maintenance Coordinator is responsible to plan, organize, and oversee the implementation of an efficient fleet maintenance system for the Paterson Public School District.

**QUALIFICATIONS:**

The Fleet Maintenance Coordinator shall:

1. Hold a Bachelor's degree from an accredited college or university.
2. Applicants not meeting this requirement may substitute additional relevant work experience on a year-to-year basis.
3. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
4. Have three (3) years professional experience.
5. Have excellent integrity and demonstrates good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

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11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

#### **EMPLOYMENT TERMS:**

The Fleet Maintenance Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Fleet Maintenance Coordinator shall:

1. Advise the Supervisor of Transportation of all district owned vehicle matters, including but not limited to the impact of licensing, inspections, registrations, insurance, and so forth.
2. Plan, organize, and implement the scheduling and operation of all district owned vehicles and apply an effective reporting system to assure that services are provided properly and in timely fashion.
3. Assure district owned vehicles are in compliance with all Federal, state and local laws and regulations, this includes but not limited to, licensing, inspections, registrations, insurance and so forth.

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4. Develop a procedure to maintain and monitor all safety standards in conformance with state and insurance regulations.
5. Act a liaison between the district and all contracted vehicle providers.
6. Develop and maintain a master schedule of all district owned vehicle fuel usage.
7. Maintain a central record of use of all vehicular units, including running costs.
8. Ride buses or vehicles to note whether it is in need of repair and whether safety provisions and conditions meet prescribed standards.
9. Coordinate operation, maintenance, scheduling and reporting of district owned fleet of vehicles and school buses.
10. Plan, organize, and conduct driver training courses, periodic refresher courses in safety and workshops for District vehicle drivers.
11. Maintain communications between all professional and non-professional personnel involved with district owned vehicles Department Supervisors, Administrators, district contracted vendors and the public.
12. Recruit, select and recommend drivers and other transportation personnel to School Business Administrator and Board of Education.
13. Compile and prepare detailed and complex transportation reports and records for submission to the Superintendent of Schools, School Business Administrator, County Superintendent and State Department of Education.
14. Ensure that all District employees adhere to Policy and Procedures for District owned and leased vehicles.
15. Display the highest ethical and professional behavior in working with, school personnel, and outside agencies associated with the school.
16. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
17. Participate in appropriate in-service, workshop programs and attend any required meetings.
18. Use computers and/or electronic equipment to fulfill job functions.
19. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.

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20. Create and maintain a database for accident record keeping and monitoring of District owned and contracted vehicles.
21. Attend and monitor all scheduled Division of Motor Vehicle Commission inspections of District owned school buses.
22. Review and monitor abstract records on all district approved drivers.
23. Attend and monitor all on site inspection of vehicles being assessed of damages by insurance inspectors.
24. Obtain and distribute new and renewals of vehicle registration and insurance cards.
25. Adhere to Federal Statutes and Regulations, New Jersey School Law, Construction Codes, State Board of Education Rules and Regulations, Board of Education Policies and Procedures, and contractual obligations.
26. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Assistant Superintendent for Operations, the Business Administrator and not otherwise prohibited by law or regulation.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

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5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### **EVALUATION:**

The Supervisor of Transportation shall evaluate the Fleet Maintenance Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Michael Glascoe

Approved

1-24-2006

Date

Signature on file in Human Resource Services.