Adams12 Five Star Schools

Job Description

Prepared/Revised: **July 2026**

Job Title:	**Manager, Fleet**	Job Code:	**050503**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt P**
Pay Program:	**Administrative**	Level:	**L14**
Work Year:	**12 months**		

SUMMARY: Responsible for developing and implementing the maintenance strategy for district vehicles and equipment. Responsible for overseeing all aspects of the fleet vehicle and equipment maintenance program including personnel, preventative maintenance, parts department, repairs, governmental compliance, vehicle/equipment replacement program, safety standards, minimizing downtime and using cost efficient means.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Develop, implement, and oversee the district fleet vehicle and equipment maintenance program, while leading a team to ensure the following activities are completed: daily planning and assigning of work, inspecting completed work, maintaining compliance to safety and governmental standards. Supervise, troubleshoot, and streamline the preventative maintenance program to ensure the program is being administered properly.	D	40%
2. Supervise and evaluate fleet service mechanics, equipment service mechanics, and parts personnel regarding work performance, productivity, teamwork, safety standards, and attendance. Monitor and update all technician licenses, certifications, and registrations to include Automotive Service Excellence (ASE) Master Certificates, Colorado Department of Education (CDE) Inspector Certificate, Air Brake Certificate, and Diesel Opacity Certificate. Conduct regular shop safety meetings. Promote communication and collaborative processes that encourage staff members to freely contribute ideas, participate in decision making (as appropriate), problem solve, and consistently strive for improvement in quality and quantity of department programs and customer services. Responsible for evaluating vacation and time-off procedures to ensure coverage for shift work to meet operational requirements through the use of district information technology systems.	D	25%
3. Works closely with the transportation & fleet operations director in developing and monitoring long-term plans to achieve the mission and vision of the department and district goals. Research and stay up-to-date with new information to improve and enhance current vehicle and equipment technologies and maintenance programs.	M	5%
4. Supervise and analyze performance of the preventative maintenance program and repairs to minimize vehicle failures and protect district vehicle and equipment assets, and adjust the program as necessary.	D	5%
5. Maintain the fleet maintenance database for analysis and monitoring of all maintenance, parts inventory, and associated costs using the District's information technology systems. Develop and analyze district fleet and equipment maintenance metrics including overall cost per mile, maintenance cost per mile, life cycle replacement, tire life, and replacement schedule. Compare metrics with industry standards. Prepare and post monthly reports in support of district goals.	M	5%
6. Evaluate and maintain warranty compliance to ensure maximum reimbursement and avoid unnecessary budget cost. Develop usage based fleet vehicle and equipment specifications and coordinate with the Director of Transportation for purchase of vehicles, shop equipment, and supplies. Negotiate with and monitor vendors for outsourced services. Work with the purchasing department to establish new fleet purchasing contracts and/or renewal of contracts with vendors. Work with purchasing, warehouse, and finance departments to order, purchase, and receive new vehicles and equipment as well as removing from service and auctioning.	Q/A	5%
7. In compliance with Federal, State, City, and County laws, and District policies, maintain appropriate records, including CDE and Department of Transportation (DOT) inspector and vehicle inspection requirements, and Colorado Department of Public Health and Environment (CDPHE) diesel opacity inspections Maintains all reports and documentation required or	M/A	5%

requested by the department, district or state. Prepares reports for evaluation of fleet maintenance effectiveness and efficiency. Identifies state statues, rules and regulations related to transportation services and recommends district policies consistent with these mandates.		
8. Maintain transportation and automatic vehicle wash building facilities as the Resident Facility Coordinator (RFC) submitting work requests for building maintenance repairs. Meet and coordinate with the City of Thornton on the maintenance, repair, and shared use of the Consolidated Services Center (CSC) that includes the fuel island, automatic vehicle wash, and CDL course.	M	5%
9. Supports continuous growth through the implementation of relative staff development and training programs. Develop and provide training opportunities for all maintenance shop personnel to increase efficiency and productivity and keep current with new technology and methods.	A	4%
10. Perform other duties as assigned.	Ongoing	1%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Bachelor's degree preferred.
- Minimum of five (5) years supervisory experience with vehicle maintenance programs.
- Minimum five (5) years of experience in vehicle maintenance repairs including medium/heavy duty diesel engines.
- Must complete the district courses "Progressive Discipline" and "Classified Evaluation System" within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Commercial driver's license (CDL) "B" with PS endorsement within (6) months of hire.
- CDE Inspector Qualification Certificate endorsement within (6) months of hire.
- CDE Third Party Tester Qualification Certificate endorsement within (1) year of hire.
- Colorado Diesel Opacity license and diesel compliance coordinator endorsement within (6) months of hire.
- CDE Brake Inspector certificate.
- ASE School Bus Master Certificate preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication skills. Ability to draft and produce emails, reports, and operational manuals/handbooks.
- Ability to provide effective long-range leadership.
- Ability to create an environment for excellence that models honesty and integrity, fosters self-motivation and enables and entrusts others to perform at their best.
- Ability to plan, supervise, and evaluate others.
- Knowledge of State and Federal laws and regulations as they apply to student transportation and maintenance vehicles.
- Basic math and computer skills.
- Advanced mechanical repair skills.
- Knowledge of repairing heavy-duty gasoline and diesel vehicles.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.
- Operating knowledge of and experience with typical automotive shop equipment and tools.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Transportation & Fleet Operations	5010

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Lead Mechanic	1	5050
	Master Mechanic	7	1455
	Fleet Mechanic	1	1459
	Apprentice Mechanic	2	060524
	Equipment Services Technician, Lead	1	060224
	Equipment Services Technician	2	060223
	Parts Resource Technician	2	1469

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Fiscal responsibility for monitoring and maintaining established budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			

Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	