

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana Job Description

TITLE: Assistant Fleet Manager for Transportation (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
- 1. U.S. citizen or authorized alien
 - 2. High school diploma or its equivalent
 - 3. Shall perform any type of assigned task, or work in one or more trades/crafts
 - 4. Valid Class B Louisiana CDL License with P and S endorsements with no airbrakes restriction.
 - 5. Mechanical knowledge of a bus.

REPORTS TO: Director of Transportation / Fleet Manager

JOB SUMMARY:
Skilled work in, on or around school buses and facilities to help keep them in a good state of repair or to enhance their value to students, staff and the public. Skilled general or mechanical work in the maintenance and repair of buses and equipment. Expected to assist in making decisions as to analysis, repairs required and methods of making repairs to do an effective job for maintaining the upkeep of buses owned by STPSB.

Work is assigned by supervisors orally, or in writing, and may be accompanied by blueprints or sketches. Duties are performed under general supervision with review of completed work for satisfactory results. Personnel in this pay classification should be striving to obtain a license for the installation of Telecommunications or Electrical Work (Statewide) or Closed Circuit Television (CCTV) through the Louisiana State Licensing endorsement through the Louisiana Office of State Fire Marshall.

In addition to assisting in the maintenance of camera equipment, bus safety equipment, radios, installation of purchased equipment, monitoring, and making adjustments to video, radio and safety equipment on school buses, the Assistant Fleet Manager will be responsible to perform routine help and semiskilled work involving limited responsibility except that of performing assignments promptly and efficiently as directed. The Assistant Fleet Manager will be responsible for assisting in documenting, recording and tracking of purchased equipment. Work involves both light and heavy physical labor in a wide variety of activities, trades, or crafts. Work is assigned in detail by an immediate supervisor and is subject to inspection and supervision. Work in this classification would normally be nontechnical but may include assisting skilled craftsmen to learn more about multiple trades or crafts.

- ESSENTIAL JOB FUNCTIONS:**
- 1. Assist and perform multiple tasks in mechanically maintaining the fleet of buses owned by STPSB.
 - 2. Assist and perform semiskilled work in at least one craft or trade.
 - 3. Assist and perform housekeeping duties at the warehouse/grounds such as: sweeping floors, removing accumulated debris, pressure washing, etc. in an orderly and safe manner.
 - 4. Ability to prepare and/or follow written/oral instructions
 - 5. Operate a vehicle to travel to install equipment on buses throughout the district.
 - 6. Assist with maintaining all School Board owned tools and equipment assigned to, or used by, him/her.
 - 7. Assist with record keeping of maintenance, installation and repair work performed.
 - 8. Shall participate in the alcohol and drug abuse testing program for all CDL drivers. As required by Federal Motor Carriers regulations.
 - 9. Knowledge of the standard practices, methods, and tools involved in the operation, and maintenance of a school bus.
 - 10. Works under the close supervision of Transportation Management employees, working and learning the knowledge, skills and abilities required to become proficient in one or more trades/crafts.
 - 11. Ability to work from blueprints and sketches to estimates of time and material and to install, operate maintain and repair various types of video equipment and bus safety devices.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Other related duties as assigned by appropriate authority.

- PHYSICAL DEMANDS:**
- 1. Good physical condition and sufficient strength to do heavy lifting, carrying, stooping, bending, pulling, climbing ladders, and reaching up and down with ability to understand and carry out oral and written instructions.
 - 2. Ability to climb ladders or scaffolds and works from either.

ENVIRONMENTAL CONDITIONS:
Assistant Fleet Manager for Transportation performs his/her duties both inside and outside. The worker can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and a variety of inclines.

TERMS OF EMPLOYMENT: Twelve months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent’s Name (Please Print)

Employee I.D. Number