

EMPLOYEE NAME: \_\_\_\_\_

Revised: 11/08; 7/11; 10/12; 10/15; 11/15; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Coordinator, Fleet Maintenance	<b>JOB CODE:</b> 462A
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Professional/Supervisory
<b>DEPARTMENT:</b> Fleet Maintenance	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Associate Director, Fleet Maintenance	<b>PAY GRADE:</b> Rank G (NK07)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates and manages operations of the Fleet Maintenance vehicles to ensure safe transportation for the District's students; manages the Fleet Maintenance warranty and recall program.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree or its equivalency required (2 years of similar work level experience = 1 year of college) A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Commercial Driver's License, EPA Certified
3.	Experience: 3 years of prior work-related experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift 80 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; mechanical experience; math aptitude and analytical Skills; MS Word and Excel; supervisory and leadership skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Manages, operates, and maintains department's computerized, automated fueling system and ensures all sites meet State and Federal EPA and UST requirements.
3.	Tracks and monitors daily fuel usage and supply at each of the fueling facilities ensuring adequate in-ground inventory; orders fuel, and supervises fuel site repairs.
4.	Manages the fuel budget; reconciles shipments and invoicing for accuracy of product and pricing.
5.	Manages warranty and recall programs; maintains accurate documentation and records of compliance; corresponds with bus manufacturer's request for Vehicle Identification Numbers (VIN) and bus locations to assist manufacturers with recalls and warranty repairs.
6.	Manages, operates, and maintains department's computerized records and fleet information program; ensures accuracy and completeness of all data entry; trains and supervises users.
7.	Monitors new equipment specifications and Georgia State Specifications to provide drivers with the latest and best safety equipment.
8.	Acts as designee for the Associate Director as needed to keep programs and projects on track and provide continuity in Fleet Maintenance.
9.	Collects data from Bus and Vehicle software, Fuel Master and other sources, as required by Administrative staff.
10.	Coordinates Fleet Maintenance and provides safe transportation for CCSD students for buses and support vehicles with the least amount of disruption to scheduled bus routes.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_