



EMPLOYEE NAME: _____

Revised: 7/85; 2/86; 8/90; 3/92; 9/92; 3/93; 5/93; 6/93;
11/94; 5/95; 10/96; 1/98; 9/04; 9/07; 10/12;
6/18;8/24

JOB DESCRIPTION

POSITION TITLE: Associate Director, Fleet Maintenance	JOB CODE: 460B
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory
DEPARTMENT: Fleet Maintenance	WORK DAYS: 238
REPORTS TO: Senior Executive Director, Transportation	PAY GRADE: Rank B (NK02)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates shop operations and personnel at South Cobb, Baker Road, Sanders Road and Mars Hill shops; responsible for the overall function of the shops, shop personnel, records pertaining to Fleet Maintenance and administration of budgets for fleet operations.	
REVISION DATE(S): 8/24	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree or its equivalency required (2 years of exempt level experience = 1 year of college); a combination of experience and education may be used to meet the degree requirement
2.	Certification/License Required: Valid Georgia Driver’s License
3.	Experience: Minimum of ten years in areas related to purchasing, specifying and maintenance and operation of light, medium and heavy duty motor vehicles in a fleet of more than 200 units
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership and computer 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.	Assists in the selection of shop personnel.
3.	Supervises and evaluates supervisors and foreman at all locations.
4.	Coordinates staff development for shop personnel.
5.	Coordinates shop personnel, shop hours, preventive maintenance and related procedures.
6.	Coordinates shop safety and inventory control.
7.	Develops procedures for cost accountability.
8.	Coordinates disposal of scrap metal, parts, etc.
9.	Implements operational procedures that secure the grounds, gas, parts and equipment.
10.	Evaluates transportation facility and equipment needs.
11.	Recommends short and long range goals and site improvements.
12.	Plans and develops computer systems for preventive maintenance and cost accountability.
13.	Prepares and administers annual budgets.
14.	Coordinates summer maintenance.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____