EMPLOYEE NAME: _____________________________

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

JOB DESCRIPTION

POSITION TITLE: Associate Director, Fleet Maintenance
JOB CODE: 460B
DIVISION: Operational Support
DEPARTMENT: Fleet Maintenance
REPORTS TO: Executive Director, Transportation
FLSA: Exempt

SALARY SCHEDULE: Professional/Supervisory
WORK DAYS: 238
PAY GRADE: Rank B (NK02)
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.

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.
15. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____________________________ Date _____________________________

Signature of Supervisor _____________________________ Date _____________________________