



EMPLOYEE NAME: _____

Created: 11/14 Revised: 6/18; 2/19

JOB DESCRIPTION

POSITION TITLE: Fleet Maintenance Manager	JOB CODE: 460D
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory
DEPARTMENT: Fleet Maintenance	WORK DAYS: 238
REPORTS TO: Associate Director, Fleet Maintenance	PAY GRADE: Rank F (NK06)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises Bus Shop, Body Shop, Vehicle Support and Breakdown Dispatchers and assigns work to mechanics, helpers, and related personnel in the repair and maintenance of buses and related equipment. Responsible for Tire Shop, Surplus Vehicles and Heavy repairs for entire fleet.	

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: Valid Georgia Driver’s License and safe driving record; must be able to obtain a valid Georgia Class B Commercial Driver’s License within 60 days/2 months of start date
3.	Experience: 5 years mechanical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a maximum of 75 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; management; mechanical; 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.	Supervises Bus Shop, Body Shop, Vehicle Support & Breakdown dispatchers and assigns work to mechanics, helpers, & related personnel; responsible for Tire Shop including maintaining inventory of parts required for repairs and distributing tires to outside shops; responsible for Surplus vehicles.
3.	Responsibilities include heavy repairs for entire fleet; DVR repairs; shop equipment repairs such as torque wrenches and A/C recycling machines; installation and maintenance of Direct Connect devices.
4.	Performs initial installation of equipment on new buses; new bus warranty repairs and recalls.
5.	Plans and oversees Annual DPS bus inspections for department; responsible for Pre-Delivery inspections of all new equipment, (buses & white fleet); inspects work performed by mechanics and other personnel in process and, upon completion; ensures that proper standard of repair work are maintained; inspects tools and maintains equipment for condition and proper use.
6.	Develops a brake training program for technicians; trains new employees on fueling procedures as required by EPA - Class A/B fuel operator; trains new drivers for Fleet Maintenance procedures; instructs and observes mechanics in the repair and reconditioning of vehicles, overhaul and modification of other standard and specialized machinery and equipment.
7.	Prepares, maintains and supervises scheduling of PM’s; repairs and completes documentation to meet state requirements.
8.	Maintains the safety and security of workplace; supervises preparation and maintenance of records and reports incidents to equipment repair and maintenance; maintains an acceptable appearance of facility and grounds.

9.	Coordinates emergency road service and assigns mechanics to such service.
10.	Participates in hiring/interview process of new employees; maintains employee time and leave records; conducts annual evaluation according to established procedures; indoctrinates new employees concerning shop methods and operating procedures such as work orders, specifications, routing, sanitary and safety programs.
11.	Assists in continued maintenance to Stop Arm Camera Buses.
12.	Assists in writing and implementation of new procedures for department; assists in writing new school bus specifications.
13.	Demonstrates working knowledge of Fleet Maintenance computer system.
14.	Oversees special projects such as GA Tech anti idle grant project.
15.	Fills in for Fleet Coordinator when necessary; assists other Shop Supervisors with repairs and locating parts; alerts Associate Director of Fleet Maintenance to future requirements.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____