

Fountain-Ft. Carson School District Eight

Job Description

Job Title: **Transportation Fleet Manager** Reports To: **Transportation Administrator**
 Pay Schedule/Range: **Supplemental** FLSA Status: **Exempt**
 Prepared/Revised Date: **April 8, 2025** Work Year: **12 Months**

SUMMARY: Manage the fleet maintenance section of the Transportation Department. Oversee the daily maintenance and repair of the district's student transportation assets to insure the provision of safe, reliable and efficient transportation services. Oversee the daily maintenance of the district's support vehicles and associated equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency
1. Ensure that all student transportation vehicles are in compliance with Federal Department of Transportation (DOT) and Colorado Department of Education (CDE) and District 8 regulations, policies and standards.	D
2. Ensure that all scheduled and non-scheduled maintenance is performed and documented, to include the use of automated maintenance management systems and software.	D
3. Supervise, assign duties and evaluate all fleet maintenance personnel. Schedule personnel for shift work to meet operational requirements. Direct response to road calls. Is on call and/or will schedule on-call mechanic for late night, weekend and overtime emergency situations. Provide support to other school districts as required.	D
4. Analyze and/or diagnose problems to determine proper corrective measures and quality assurance. Estimate repair times, parts and equipment needed. Requisition parts and assigns work orders.	D
5. Ensure that all district vehicles are operational and in safe working condition. Ensure the safety of all vehicles through routine preventative maintenance, schedule. Inspect completed maintenance performed by mechanics and ensure ongoing quality of work performed. Oversees regular vehicle inspections for damage and cleanliness.	D
6. Coordinate with the dispatch office to ensure effective utilization and condition of transportation assets by drivers and driver assistants, scheduling of required maintenance and resolution of driver equipment safety concerns.	D
7. Maintain all reports and documentation that is required or requested by the department, district or state. Prepare reports for evaluation of fleet maintenance effectiveness and efficiency.	W
8. Conduct, coordinate and provide training, as required, for equipment operators and mechanics. Ensure cross-training of all assigned personnel.	W
9. Order, maintain and provide accountability for diesel, gasoline and fluid stocks. Responsible for HAZMAT compliance with Federal, State and local laws, regulations and guidelines.	W
10. Serve as State of Colorado Opacity Compliance Coordinator. Ensures Colorado State Air Emissions Program Standards are maintained. Leads clean air initiatives (e.g. Clear Air Program) and alternative fuels.	M
11. Prepare annual budget projections for parts, fuel, fluid and equipment purchases. Process and track purchase orders, maintain all parts stock and order supplies related to maintenance support operations. Oversee use of parts inventory software and hardware.	M
12. Assists in the preparation of vehicle specifications for district fleet purchases. Makes recommendations concerning student and support fleet composition and serviceability. Maintains and updates fleet inventory and rightsize fleet projections	A
13. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High school graduate or equivalent.
- Bachelor's Degree preferred.
- Three years minimum supervisory experience in the transportation field.
- Ten or more years of experience in the transportation field including driving, training, vehicle maintenance.

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LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Commercial driver's license (CDL) B with PS endorsements within three months of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong accounting and math skills.
- Strong oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Proficiency with Microsoft Office and experience with Fleet Management software.
- Customer service and public relations skills.
- Strong critical thinking, analytical and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and ability to drive buses.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	
Reports to:	Director of Transportation	

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Transportation Vehicle Mechanics	3
	Vehicle Maintenance Clerk	1
	Vehicle Maintenance Apprentice	1

- Supervisory responsibilities include recommending in the hiring, and terminating process. Other supervisory duties include disciplining, directing work, assigning work, training and evaluating.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit; talk; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; or hear. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions or outdoor weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate. Occasionally required to copy.