



## **CLASSIFIED JOB DESCRIPTION OF DISTRICT FLEET SUPERVISOR**

### **QUALIFICATIONS:**

1. An Associate degree or training and experience that are considered equivalent.
2. Proficiency in repair/maintenance of buses, trucks and automotive equipment, including Alternative Fuel Vehicle (AFV).
3. Minimum five years supervisory/management experience.
4. Automotive Service Excellence (ASE) or similar certifications in areas related to school bus maintenance.
5. Effective oral and written communication skills, demonstrated interpersonal skills.
6. Strong analytical and creative skills.
7. Proficiency in fleet management technology/fleet maintenance and tracking software.
8. Experience with inventory monitoring and controls.
9. Experience with vendor management.
10. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

### **REPORTS TO:**

Assistant Coordinator of Transportation or his/her designee

### **JOB GOAL:**

To help maintain the district's physical plant in a state of operating excellence that it presents no problems or interruptions to the educational process.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises mechanics and diagnostic/repair processes of district vehicles.
2. Creates and maintains fleet maintenance schedules including a Preventive Maintenance Interval (PMI) program for all district vehicles.
3. Creates daily, weekly, and seasonal schedule of work flow.

4. Coordinates and oversees Ohio State Patrol (OSP) inspections of all school buses and school vans.
5. Delegates work to mechanics in accordance with established maintenance schedules, work orders and departmental needs.
6. Develops and oversees purchasing and inventory of all parts and supplies for garages.
7. Creates and maintains record system of all maintenance and repair work in district fleet management software system.
8. Maintains high standards of safety, good housekeeping and complies with all federal, state and local laws and regulations for the maintenance, repair and operation of equipment and machines (OSHA).
9. Performs repairs/maintenance activities as necessary.
10. Is mindful and adheres to department's mission of safe and efficient transportation of children to their educational program.
11. Is an example and mentor to other department members of dedication, professionalism and integrity.
12. Ability to be on call as applicable.
13. Ensures the safety of students.
14. Establishes and maintains cooperative professional relationships.
15. Exhibits professional behavior, emotional stability, and sound judgement.
16. Maintains confidentiality and respect for confidential information at all times.
17. Other duties as assigned by the Superintendent or his/her designee.

## **CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

## **TERMS OF EMPLOYMENT:**

260 Days (250 work days, 10 paid holidays); 8 hours per day excluding lunch; the hourly rate is determined by the Dublin Support Association salary schedule for Maintenance, HVAC Supervisor, and Operations Supervisor. Number of vacation days and holidays as determined by the Negotiated Agreement. Work year to be established by the Board of Education.

All interested employees and others, please complete and electronically submit an online application (located on the district website) . We are no longer accepting paper copies of items such as resumes, cover letters, etc., as you may upload this information onto your online application.

*The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*

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