



Columbia County School District Job Description

Position Title: Fleet Manager		
Department: Transportation	Evaluation Instrument: Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI - Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade Q	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Director of Transportation		
Supervises: Shop personnel to include mechanics, helpers, and gas attendants		

MINIMUM QUALIFICATIONS

Education: High school diploma or GED required.

Essential Knowledge/Skills: Must possess mechanical ability and experience sufficient to analyze mechanical faults, and direct shop activities to ensure the complete repair and maintenance of school buses and trucks. Ability to direct the day-to-day activities and work assignments of mechanics and other shop personnel. Must possess commercial driver's license and comply with all Georgia Department of Education and Department of Transportation mandates for physicals, drug and alcohol screenings.

Experience: Five years of experience as a fleet service manager in a school system or public transportation agency working with diesel engines.

GOAL

Maintain a complete inventory of all county owned vehicles. Repair and maintain all vehicles to insure that all vehicles are safe and mechanically sound. Provide transportation as needed for the students in Columbia County.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Maintains an accurate inventory of all vehicles, shop equipment, parts, and supplies for the Transportation Department.
- Directs the day-to-day activities and assignments of all bus shop personnel.
- Assigns mechanics to repair and service vehicles.
- Serves as a purchasing agent for parts under the supervision of the Director of Transportation.
- Assists in establishing specifications, preparing bid forms, and assisting in the bidding process for the purchase of all vehicles, parts, supplies, and materials for the Transportation Department.
- Maintains accurate records relating to all phases of school transportation such as work orders, gasoline records, oil records, and service records.
- Conducts periodic inspections of all School District vehicles, transportation and shop equipment and keeps the Director of Transportation informed as to the condition of said property.
- Follows all policies and procedures of the Board of Education and Department of Transportation.
- At the direction of the Director of Transportation, plans, organizes, and administers a continuous in-service program for bus shop personnel to be sure all policies relating to transportation are understood and implemented.
- Provides the Director of Transportation with input to be used in the preparation of and execution of counseling sessions and annual evaluations for all bus shop personnel.
- Assures that all School District vehicles meet all standards and regulations relating to safety, as prescribed by State Board of Education, Georgia State Patrol, and Columbia County Board of Education.

- Holds in-service meetings and instructs drivers as to the proper use of vehicles and vehicle instruments (brakes, clutch), etc.
- Performs other duties relating to school transportation as may be assigned by the Assistant Superintendent of Student Support.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: November 30, 2015