

Job Title: Secretary- Fleet Maintenance
Department: Transportation
Reports To: School Transportation Administrator
FLSA Status: Non Exempt
Salary Schedule: SC lane 08



SUMMARY

Under the direction of the School Transportation Administrator, the Fleet Maintenance Secretary provides support to the Transportation Department by providing clerical support to the mechanics; scheduling service and preparing work orders for all fleet vehicles; purchasing and maintaining inventory of parts for fleet; updating and maintaining records; compiling data for various reports and claims.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Directs visitors, sales vendors, and callers to appropriate personnel. Answer phones, take messages and make appointments for mechanics. Answers questions within guidelines.

Answers radio calls for mechanics. Answers calls from drivers for problems on buses.

Designs and organizes filing system; acts as custodian of records.

Creates and maintains purchase orders.

Sets up new vendor files.

Receives competitive bids of all parts to maintain fleet. Orders approved purchases for fleet.

Tracks and maintains inventory for all parts and supplies for all fleet vehicles. Tracks and inventories credit for core returns (i.e. battery cores, etc.) and all other returns (i.e. wrong part).

Monitors all ZONAR reports for inspections and maintenance for entire fleet.

Creates and manages all work orders for entire fleet. Compiles finished work orders.

Tracks location of all vehicles. Schedules service on all fleet vehicles.

Coordinates with staff to shuttle vehicles and buses as needed.

Compiles data regarding school bus maintenance information.

Completes accident reports. Collects pictures and data for insurance claims. Files insurance claims for all fleet vehicles.

Manages inventory of new vehicles. Maintains year-end inventory for Transportation Department.

Updates and maintains information on maintenance and fleet management software systems.

Tracks fuel usage for each vehicle and audits logs and mileage reports. Organizes and compiles fuel reports. Orders fuel cards and pin numbers for employees. Keeps accurate records of fuel cards and pin numbers.

Keeps accurate records on mileage on all fleet vehicles. Compiles mileage report for year-end state reports.

Prepares and maintains information needed for budget purposes and state reports.

Maintains current records on drivers by tracking and updating driver physicals, license information, and expiration dates. Mails reminder letters one month prior to expiration.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports as well as simple correspondence.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations.

EDUCATION and/or EXPERIENCE

Associates, degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually loud, with frequent interruptions and very busy.

Prepared By: Warehouse Manager		Date: 8/1/2008
Approved By: Executive Director, Human Resources		Date: 8/7/2008
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: School Transportation Administrator	Date: 11/5/2015
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 11/6/2015
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: School Transportation Administrator	Date: 4/25/2017
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	