

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 9/27/02  
 LAST REVISION DATE 9/27/06  
 BAND & GRADE C-4-2 10

POSITION TITLE Fleet Manager

IMMEDIATE SUPERVISOR Coordinator of Transportation

Job Summary (Basic Purpose of Position)

To oversee the maintenance and repairs of all district vehicles and ensure they are safe for transportation of students.

\_\_\_\_\_  
 SUPERVISOR

\_\_\_\_\_  
 EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

| REGULAR ROUTINE DUTIES<br>List of Things to Accomplish in Major Job Function  | BAND/<br>GRADE                                       | % OF<br>TIME<br>D, W | WC | NECESSARY SKILLS,<br>KNOWLEDGE, ABILITIES<br>What You Have to Know to<br>Accomplish Duty of Function   | PERFORMANCE STANDARDS<br>How Will You Know the Job is Done?   |
|---|--|----------------------|----|--|---|
| NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS   |  |                      |    |  |   |
| 1.01 Supervise and evaluate school bus technicians and other personnel as needed.<br><br>A. Manage the daily staffing requirements by approving leave requests or overtime as needed.<br><br>B. Determine the need, request and assist in the hiring process for maintenance staff.<br><br>C. Utilize the discipline process for maintenance staff.<br><br>D. Participate in the employee grievance process for maintenance staff.<br><br>E. Make recommendations for the school bus technician upgrade as noted in the step procedure. | C4<br><br>C4<br><br>C4<br><br>C4<br><br>B2<br><br>C4 | D-35%                |    | <b>KNOWLEDGE:</b><br>a. Employment agreement for bus drivers and mechanics.<br>b. District policies and procedures.<br>c. State and Federal Regulations pertaining to school buses.<br>d. Professional business ethics when bidding, quoting and purchasing.<br>e. Ability to seek resources that meet transportation needs.<br>f. Read schematic drawings for | 1.01 Manage the daily operation of school district transportation fleet by coordinating and delegating.<br><br>A. Approve leave requests or overtime.<br><br>B. Assist in hiring selection of maintenance staff, very instrumental in final selection.<br><br>C. Following the district disciplinary process with the Coordinator regarding district maintenance staff.<br><br>D. Input and assist the Coordinator in the |

| REGULAR ROUTINE DUTIES<br>List of Things to Accomplish in Major Job<br>Function | BAND/<br>GRADE | % OF<br>TIME<br>D, W | WC | NECESSARY SKILLS,<br>KNOWLEDGE, ABILITIES<br>What You Have to Know to<br>Accomplish Duty of Function | PERFORMANCE STANDARDS<br>How Will You Know the Job is Done? |
|---|----------------|----------------------|----|--|---|
|---|----------------|----------------------|----|--|---|

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

|  |    |       |  |   |   |
|--|----|-------|--|---|---|
| F. Train school bus technicians and other district personnel as needed for vehicle usage and maintenance.  | B2 |       |  | hydraulic, electrical and pneumatic systems.                            | employee grievance process.   |
| 1.02 Manage the needs of the fleet.  | NB | D-10% |  | g. Vehicle electrical systems.  | E. Approve the proficiency test and recommend to the coordinator position upgrades as noted in the employee agreement.  |
| A. Manage and coordinate the Department of Transportation vehicle inspection.  | C4 |       |  | h. Automatic and standard transmissions.                                | F. Staff knowledgeable of new and updated procedures related to job requirements.   |
| B. Assist in accident scene and follow up investigation.   | B2 |       |  | i. Hydraulic and air brakes.  | 1.02  |
| C. Coordinate and schedule safety recalls and warranty.  | B2 |       |  | j. Suspension and steering systems.                                     | A. Supervise technicians, summer staff and subcontractors. Maintain professional relationship with MnDOT inspectors. Ensure a smooth flow of vehicles going through inspection.                   |
| D. Negotiate warranties, recalls and insurance claims, both monetarily and service(s).   | C4 |       |  | k. Third member two speed operation, gear set up and adjustment.        | B. Know rules and regulations of vehicles when involved in accidents. Work with law enforcement to secure the scene as quickly as possible. Assist in accident scene and follow up investigation. |
| E. Develop specification procedures and summaries for the competitive bidding and quoting process.   | C4 |       |  | l. Computer diagnoses, analyze, code retrieval, calibrate and download. | C. Warranty/Recall repairs; work together with manufactures; contractors and school district employees to ensure repairs are complete.  |
| F. Manage fuel and petroleum inventory for school district vehicles.   | B2 |       |  | m. Teach and train computer use for diagnostic purposes.                | D. Negotiate price and service when warranty/recall/insurance repair is done in house or off site.  |
| 1.03 Maintain a safe and efficient fleet of vehicles.  | B2 | D-15% |  | n. Recall and warranty issues (including paperwork).                    | E. Develop transportation vehicle and/or  |
| 1.04 Maintain a clean, safe and orderly shop. In addition, develop and atmosphere in the shop that is courteous, helpful and customer service oriented to those served by the maintenance staff. | B2 | D-2%  |  | o. Gasoline and diesel engines.   |   |
| 1.05 Assign repair duties to mechanics and other staff.  | C4 | D-10% |  | p. Operation of repair equipment.                                       |   |
| 1.06 Manage the scheduling of all vehicle maintenance and transportation needs.  | C4 | D-5%  |  | q. Operation and repair of vehicle safety equipment.                    |   |
|  |    |       |  | <b>ABILITY:</b>   |   |

| REGULAR ROUTINE DUTIES<br>List of Things to Accomplish in Major Job Function | BAND/<br>GRADE | % OF<br>TIME<br>D, W | WC | NECESSARY SKILLS,<br>KNOWLEDGE, ABILITIES<br>What You Have to Know to<br>Accomplish Duty of Function | PERFORMANCE STANDARDS<br>How Will You Know the Job is Done? |
|--|----------------|----------------------|----|--|---|
|--|----------------|----------------------|----|--|---|

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

|   |       |      |  |  |   |
|---|-------|------|--|--|---|
| A. Trips, spare buses and vans.   | NB    |      |  | a. Plan.                                       | equipment specifications when required.   |
| B. Buildings and grounds for transportation.  | NB    | M-2% |  | b. Supervise.                                  | F. Adequate inventory of fuel and petroleum products is maintained.   |
| 1.07 Repair and maintain school buses and other vehicles.   | B2    | D-3% |  | c. Motivate.                                   | 1.03 All maintenance and repairs are performed to the satisfaction of the district. Vehicle repair orders are completed as requested. |
| 1.08 Routine preventative maintenance and safety checks on all vehicles as required or requested. Determine which parts are worn or broken and need replacement or adjustment.                | B2/A1 | D-2% |  | d. Organize.                                   | 1.04 The shop is maintained in a clean orderly and safe manner at all times. A positive atmosphere is maintained.                     |
| 1.09 Follow all OSHA Federal and State safety standards for safe shop and vehicle operations.   | B2    | D-1% |  | e. Direct.                                     | 1.05 Mechanics and other staff are assigned specific jobs. Completion to meet the satisfaction of the department needs.               |
| 1.10 Determine the need for a spare bus when emergency road service is required or if the bus requiring repair can continue.  | B2    | W-2% |  | f. Conduct group processes and activities.     | 1.06 Manage and oversee scheduling of transportation needs.   |
| 1.11 Allocate, obtain and maintain inventory of repair parts and tools. This position is primary contact for vendors of bus parts and supplies.   | B2    | W-5% |  | g. Maintain confidentiality.                   | 1.07 Vehicle repair orders are completed in a timely and appropriate manner and to the satisfaction of transportation.                |
| 1.12 Assist in the development of district vehicle specifications.  | B2    | A-1% |  | h. Work under pressure.                        | 1.08 Safety checks are complete, defects identified accurately.   |
| 1.13 Maintain necessary physical condition, consistent with commercial drivers license (CDL) requirements. Perform other duties as assigned by the Coordinator.                               | NB    | A-1% |  | i. Coordinate.                                 | 1.09 All OSHA Federal and State safety standards are followed.  |
| 1.14 Maintain individual driving record in accordance with commercial drivers license standards, including violations occurring in personal vehicles, which could result in disqualification. | NB    | A-1% |  | j. Work with vendors, negotiate.               | 1.10 Appropriate decisions are made for emergency road service and proper procedures are followed.                                    |
|   |       |      |  | k. Organize inventories.                       |   |
|   |       |      |  | l. Prioritize and delegate work for personnel. |   |
|   |       |      |  | m. Operate all repair equipment.               |   |
|   |       |      |  | n. Follow instructions.                        |   |
|   |       |      |  | o. Listen                                      |   |
|   |       |      |  | p. Evaluate                                    |   |

| REGULAR ROUTINE DUTIES<br>List of Things to Accomplish in Major Job Function | BAND/<br>GRADE | % OF<br>TIME<br>D, W | WC | NECESSARY SKILLS,<br>KNOWLEDGE, ABILITIES<br>What You Have to Know to<br>Accomplish Duty of Function | PERFORMANCE STANDARDS<br>How Will You Know the Job is Done? |
|--|----------------|----------------------|----|--|---|
|--|----------------|----------------------|----|--|---|

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

|   |    |      |  |  |   |
|---|----|------|--|--|---|
| 1.15 Submit to pre-employment, reasonable suspicion, random, post accident, return to duty and follow-up testing for drugs and alcohol. | NB | A-1% |  |  | 1.11 Parts are received in a timely manner; adequate inventory is maintained to complete necessary repairs. Purchases are made in the best interest of the district in relation to price and quality.   |
| 1.16 Perform other duties as assigned by the Coordinator.   | NB | M-3% |  |  | 1.12 Vehicle specifications are developed for effective vehicle purchasing.   |
| 1.17 Drive bus as substitute when assigned.   | NB | A-1% |  |  | 1.13 Maintain current MnDOT physical.<br><br>1.14 Maintain current Minnesota commercial drivers license (CDL) with school bus endorsement.<br><br>1.15 Submit to drug and alcohol testing as required.<br><br>1.16 Other duties are complete when assigned to meet the satisfaction of the coordinator.<br><br>1.17 Substitute bus driving duties are performed to the satisfaction of the coordinator. |