



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Vehicle Maintenance Manager**

Job Family: **Professional**

Prepared/Revised Date: **August 1, 2024**

FLSA Status: **Exempt**

Pay Range: **Schedule A/P, Grade Q**

Job Code: **62911**

**SUMMARY:** Responsible for developing and implementing the maintenance strategy for district vehicles. Oversee all aspects of the vehicle maintenance program including personnel, preventative maintenance, repairs, governmental compliance, vehicle replacement program, safety standards, and fleet preparedness using cost efficient means.

**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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Administer district vehicle maintenance program utilizing staff to ensure the following activities are completed: daily planning and assigning work, inspecting completed work, maintaining compliance to safety and governmental standards. Supervise, troubleshoot, and streamline the preventative maintenance program to ensure the program is being administered properly.
2. Supervise and evaluate mechanics and fleet logistics specialist regarding work performance and productivity, teamwork, safety standards, and attendance.
3. Supervise and analyze performance of the preventative maintenance program and repairs to minimize vehicle failures and protect district vehicle assets and adjust the program as necessary. Evaluate and maintain warranty compliance to ensure maximum reimbursement.
4. Ensure compliance with on-site fuel distribution policies, procedures, and state regulations. Administer training for spill prevention and fuel depot inspection. Work with district environmental coordinator for regulation compliance. Maintain required monthly and annual inspections and reporting.
5. Work a flexible schedule and be on-call to assist with vehicle accidents, breakdowns, early morning inclement weather road checks, and fulfill bus operator duties as needed.
6. Ensure all employee work hours and absences are properly recorded in district software programs and payroll records.
7. Conduct regular shop safety meetings. Promote communication and collaborative processes that stimulate staff members to freely contribute ideas, appropriately participate in decision making, problem solving, and consistently striving for improvement in quality and quantity of department programs and customer services.



8. Work closely with the transportation director as part of the support team in developing and monitoring long- range plans to fulfill the mission and vision of the department and district goals.
9. Maintain the fleet maintenance database for the analysis and monitoring of all maintenance, parts inventory, and associated costs using district information technology systems. Develop and analyze fleet maintenance metrics including overall cost per mile, maintenance cost per mile, life cycle replacement, tire life, and vehicle replacement schedule. Compare metrics with industry standards. Prepare and post monthly reports in support of district goals.
10. Maintain all reports and documentation required or requested by the department, district, or state. Prepare reports for evaluation of fleet maintenance effectiveness and efficiency. Identify state statues, rules and regulations related to transportation services and maintain proper records for compliance. Follow federal and state laws as well as BOE and superintendent policies.
11. Develop usage-based vehicle specifications and coordinate with management for the purchase of vehicles, shop equipment, and supplies.
12. Support continuous growth through the implementation of relative staff development and training programs. Develop and provide training opportunities for all maintenance shop personnel to increase efficiency and productivity and keep current with new technology and methods.
13. Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- More than three years and up to and including five years of experience in related field
- Specialized courses in business management and vehicle maintenance preferred

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements
- Commercial driver's license (CDL) Class B with P2 and S endorsement required within 60 days of hire
- First Aid certification required within 60 days of hire
- Acquire and maintain a Colorado Emissions Inspector's License for diesel engines
- Must meet District driver insurability requirements
- Pass Department of Transportation (DOT) physical

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills



- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Advanced knowledge of CDE requirements for the annual inspection and preventative maintenance of school transportation vehicles
- Knowledge of state and federal regulations for above and below ground fueling and storage dispensing systems
- Knowledge of relevant EPA standards and requirements
- Ability to learn and understand local, state, and federal laws, and Poudre School District (PSD) policies and procedures pertaining to school bus transportation
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- 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

#### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge and competence in auto and truck mechanics and the ability to read and understand technical manuals and computer diagnostic equipment



## REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Director Transportation	
<b>Direct reports:</b>	Vehicle Mechanic I, II & III	6-10
	Parts Coordinator	1
	Student Apprentice – Automotive Technician	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds			X	
More than 100 pounds		X		



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals				X
Outdoor weather conditions				X
Extreme cold (non-weather)			X	
Extreme heat (non-weather)			X	
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	