

Allen ISD

Job Posting

POSITION AVAILABLE

OPEN

POSTING DATE:

04/05/2010

CLOSE DATE:

04/15/2010

VACANCY NUMBER:

00002049

LOCATION:

Transportation

POSITION:

Fleet Maintenance Manager

JOB QUALIFICATIONS:

Education and Experience: Associates degree or equivalent from two-year College or technical school; with five years experience in a supervisory capacity over a skilled mechanics staff servicing a moderate to large scale fleet; or equivalent combination of education and experience. Licenses: Possess a valid Texas Commercial Driver License with School Bus Endorsement.

JOB DESCRIPTION:

This is a supervisory and technical position providing management and supervision for the day to day operation of the fleet maintenance function, including scheduling vehicles for repairs and service, and monitoring the activities of assigned personnel while providing administrative assistance for the Department Director in a variety of administrative functions, including management of operational programs, and special project coordination.

DUTIES AND RESPONSIBILITIES:

Manages the daily assigning of work and ensuring the completion of tasks. Reviews completed work for completeness and accuracy. Schedules vehicles for repairs and service. Prepares both written and oral reports upon request. Makes procedural and operational recommendations to the director, and supervises changes in organization and administrative operation of the shop area as directed. Assists in the establishment and implementing employee training, shop safety program and the tool inventory procedures. Provides inputs and specifications for purchasing of new vehicles/equipment, and shop tools and equipment. Coordinates outside repairs with vendors and monitors progress. Remains available for emergency situations in an on-call status after regular work hours. Obtain estimates on accident vehicles, checks in new vehicles, audits parts to obtain status of items ordered and in stock. Coordinates the disposal of all Districts vehicles/equipment deemed in excess. Assure best cost and value of inventory and items used by the department. Performs other duties assigned. Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

REQUIRED EXPERIENCE:

OTHER INFORMATION:

Machines and Equipment: Will be required to operate the following machines and equipment: a computer, calculator, telephone, fax machine, copy machine, pickup truck, and other general office equipment in the completion of the tasks of the position. PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly occasionally be required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to fifty pounds, is frequently required to use hands to finger, handle or feel, talk or hear. Special vision requirements are close, color, and peripheral vision depth perception, and the ability to focus.

APPLY TO:

Complete online application and submit a letter of interest with resume to: Human Resources, Allen Independent School District, PO Box 13, Allen, TX 75013.

SALARY:

Technical Pay Grade 2, commensurate with experience according to district salary schedule.

DAYS:

261

GROUP / GRADE:

FROM - TO -

START DATE:

Immediately

Carl Cater
NAPT - 51 TAPT - 288
Director of Transportation
Allen ISD
972-727-0542

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