

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Fleet Maintenance Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	046 OTBS
ISSUED:	January 23, 2003		

BASIC FUNCTION:

Perform responsible administrative and technical support duties in the fleet maintenance services section of the Transportation Services Department.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Coordinate district vehicle maintenance inspection program for rolling stock including monitoring and scheduling inspections and providing records required by state motor vehicle offices and highway patrol department. **E**

Maintain a computerized vehicle maintenance management system for district buses, trucks, passenger automobiles and other rolling stock. **E**

Train staff in the operation of the system. **E**

Determine needs and controls access to computer programs. **E**

Administer the vehicle warranty claim program. **E**

Conduct special studies and analyses. **E**

Prepare statistical reports. **E**

Maintain a variety of records including time sheets, time cards, labor logs, job cost records, and drug testing schedules for safety sensitive positions. **E**

Coordinate the used school bus sales program. **E**

Attend conferences to represent the district for bus sales and acts as office manager. **E**

Coordinate department compliance with air quality, waste water and hazardous materials control for vehicle emissions and fluid disposal. **E**

Maintain related records for other agencies.

Arrange for the acquisition of supplies, materials, and services. **E**

Explain policies and procedures to staff. **E**

Assist in the development and revision of policies and procedures. **E**

Lead and direct the work of assigned clerical staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school graduation supplemented by courses in information systems and completion of a comprehensive training program for the computerized vehicle maintenance management system from General Telephone and Electric, and two years of experience in the maintenance of vehicle records and the preparation of related reports.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of microcomputers.

Vehicle maintenance management systems.

Reading and writing English communication skills.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records, organize and analyze data, and prepare reports and statistical analyses.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Lead and direct the work of clerical staff.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.31.04—PeopleSoft

Issued 9/97

Job Code 6552

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