

Job Title: Assistant Auto Shop Fleet Coordinator

Wage/Hour Status: Hourly

Reports to: Fleet Coordinator

Pay Grade: 407

Dept./School: Transportation

Date Revised: September 26, 2023

Primary Purpose

Coordinate and direct service and maintenance activities to ensure an efficient and safe operation of all school buses, light fleet and heavy equipment to safely transport our students and district personnel.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education
Obtain valid Texas Commercial Driver's license/passenger and school bus endorsements within 90 days of employment
Obtain Region 19 School Bus Driver Certificate within 90 days of employment
Obtain Texas State Inspection License within 90 days of employment
Must have an acceptable driving record as required by the Texas Department of Public Safety

Special Knowledge/Skills

- Ability to communicate effectively (verbally and written)
- Knowledge of transportation and safety laws and regulations
- Ability to pass alcohol and drug test
- Ability to operate bus
- Ability to follow written and verbal instruction
- Ability to pass annual physical
- Strong organization, communication and interpersonal skills
- Ability to use personal computer and office equipment
- Ability to diagnose diesel , propane, gasoline, small engines, drivetrain and electrical systems using laptop and scanner equipment
- Ability to read wiring diagrams
- Ability to use Microsoft Office and email

Experience

Five (5) years' experience in vehicle maintenance and repair

Major Responsibilities and Duties

1. Assist in requesting parts, materials, and supplies for auto shop vehicles.
2. Provide accurate cost estimates associated with the repair of all vehicles.
3. Ensure regulations, procedures, and policies are followed accordingly.
4. Recommend promotions and/or termination of subordinates to the Director.
5. Monitor and assist with repair of vehicles to ensure full operational capacity.
6. Maintain personnel records.
7. Create, track and complete work order repairs including the tracking of time (labor hours), parts used, work completed and locates technical information on the intranet or vendor websites.
8. Verify District vehicles comply with local, state, and federal safety requirements.
9. Monitor preventive maintenance and unit inspections on District vehicles and equipment.
10. Work irregular hours and responds to after-hours emergency calls as needed.
11. Operate vehicles, equipment, and use tools following established safety procedures.
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
14. Operate Dossier Fleet Maintenance Management Software.
15. Maintain employee time tickets and repair orders.
16. Perform quality control on repaired vehicles.

- 17. Establish and maintain effective working relationship with supervisors, employees, and other departments
- 18. Interact with officials, vendors, employees and other departments or the public to provide accurate information to inquiries, resolve problems and respond to inquiries.
- 19. Develop daily work schedules for repairs/work orders and assigns accordingly.
- 20. Recommend measures to improve production methods, increase efficiency of shop or work crew.
- 21. Train, supervise and evaluate shop personnel.
- 22. Supervise the procurement, storage and distribution of required materials within the shop area to meet repair and maintenance schedules.
- 23. Retrieve data and reports for real-time monitoring and analysis of shop performance and costs.
- 24. Maintain Auto Shop facility in a safe and presentable area.
- 25. Must wear uniform daily.
- 26. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel.

Equipment Used

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air powered tools, welding torch, torque wrench, jacks, and lift equipment. School bus, District vehicles and small engine equipment.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotion control under stress. Moderate walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Work indoor and outdoor, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Must be able to lift 45 pounds and over, concentrate, reason, analyze, coordinate, compile, and compute.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustee

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.