

# JOB DESCRIPTION

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**Job Title** Coordinator Transportation Fleet  
**Reports to** Director Transportation  
**Dept/School** Transportation

**Job Title Code** 160820  
**Wage/Hour Status** Exempt  
**Pay Grade** 101  
**Date Revised** October 28, 2024

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## Primary Purpose

Supervise daily activities of vehicle repair and maintenance operation to ensure proper performance and safety of the district vehicles.

## Education/Certification

- High School Diploma/GED
- Must obtain a Valid Texas Commercial Driver's License and school bus endorsements within 6 months of employment
- Must obtain Region 19 School Bus Driver Certificate

## Special Knowledge/Skills

- Knowledge of transportation and safety laws and regulations
- Advanced knowledge of automotive and diesel maintenance
- Ability to operate equipment and tools involved in vehicle repairs
- Ability to pass annual physical exam, alcohol, and drug test
- Ability to operate all district vehicles
- Ability to follow written and verbal instruction
- Strong organization, communication and interpersonal skills

## Experience

- Three (3) years' experience in vehicle maintenance and repair
- Three (3) years' experience with heavy-duty fleet

## Major Responsibilities and Duties

1. Coordinate auto shop operations.
2. Supervise and assist as needed with rebuilds, replacement, and repairs on vehicles parts.
3. Evaluate, prioritize, and process work order for supplies, equipment and repairs.
4. Assign vehicle repairs to personnel and oversee completion.
5. Arrange contract repairs when work cannot be performed in the auto shop.
6. Supervise minor bodywork to keep vehicles operating.
7. Operate buses as needed and is familiar with bus routes; may assist with training new drivers.
8. Develop and monitor preventive maintenance and replacement schedules for vehicles, tools, and equipment.
9. Manage the Fleet Management System.

## Instruction

10. Train and evaluate technicians on mechanical diagnostic procedures.
11. Establish training programs for the technicians and shop personnel.
12. Implement work standards for the jobs and evaluate the performance of mechanics.

## Inspection

13. Inspect performance of repair work performed by technicians and outside contractors.
14. Review and approve completed work orders.
15. Ensure that state safety inspections for the district vehicles are performed properly and timely.

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## Safety

16. Ensure that tools, equipment, and machinery are maintained in good order and stored according to prescribed safety procedures.
17. Ensure that safety procedures and techniques used to perform job duties are practiced by shop employees.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
19. Ensure that hazardous materials are properly stored and used and have proper signage.

## Inventory and Equipment

20. Conduct annual or as needed inventories of physical equipment, fuel consumption and supplies.
21. Ensure the upkeep and appearance of shop and parking lot area.

## Other

22. Maintain records required by TECQ and Railroad Commission of Texas concerning maintenance and inspection of fuel dispensing systems.
23. Assist in recruiting, screening, training, and evaluation of auto shop employees.
24. Maintain daily payroll for the auto shop employees on timekeeping system.
25. Understand laws and regulations on transportation and safety.
26. Prepare and submit information for state and local reports to the director.
27. Analyze and prepare reports for purchase order history, fuel consumption, tire usage and mileage for in-house decision-making and budget preparation.
28. Establish vehicle damage reporting system for the district vehicles.
29. Recommend and report on cost savings opportunities for the fleet operation.
30. 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 and district vehicles.

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Moderate walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Work irregular hours. May respond to after hour emergency calls.

## Terms of Employment

226 days; salary to be established by the Board of Trustees

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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: \_\_\_\_\_



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Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with 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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.