

Jurisdiction: Ithaca City School District
Jurisdictional Class: Competitive
Adopted: 07/09/14
Revised: 09/07/22

FLEET MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, scheduling, tracking and supervising the maintenance and repair of the school bus fleet. The incumbent directly performs vehicle maintenance and repairs as well. The incumbent is also responsible for managing the stock room and parts inventory. The work is performed under the general supervision of the Transportation Supervisor with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of Automotive Mechanics. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and schedules preventive maintenance on school buses, following manufacturer and NYS DOT preventive maintenance recommendations and requirements;
Assigns staff to maintenance and repair jobs based on employee skill level, maintenance and repair schedules and work priorities;
Supervises and participates in the skilled diagnosis, repair, and maintenance of gasoline and/or diesel-powered vehicles;
Utilizes an electronic fleet management tracking system for vehicle maintenance and repair;
Maintains and organizes a stockroom and ensures that proper levels of parts inventories are maintained;
Orders parts and materials in accordance with current NYSED purchasing procedures;
Tracks status of vehicle warranties;
Insures that service and claims covered by warranty are properly performed, and that the work performed by manufacturer's representatives is satisfactory;
Reviews repair history for individual vehicles for the purpose of identifying failures and trends;
Maintains updated diagnostic software for all vehicles in the fleet;
Observes the work performed, and inspects and approves completed jobs to insure that schedules are met and that the quality of the work is satisfactory;
Reviews work orders and records to identify such factors as rates of productivity, types of repair tasks performed and the time required to perform such tasks for the purpose of identifying problems and improving the efficient utilization of staff, equipment, supplies and space;
Makes new vehicle purchase recommendations to the Transportation Supervisor based on electronic data analysis;
Assists in preparation of the annual operating budget by recommending budget requirements for the maintenance shop including staffing, parts, supplies and equipment needs;
Arranges frequent technical training opportunities for line mechanics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and techniques of mechanical, electrical, electronic and hydraulic repairs on gasoline or diesel-powered vehicles; thorough knowledge of the use of automotive repair parts, equipment, materials and supplies; thorough knowledge of the operation and maintenance of automotive repair shop equipment; good knowledge of safety rules and regulations applicable to motor equipment repair shop operations; excellent customer service skills; ability to plan, organize and supervise automotive repair shop activities; ability to train subordinate skilled automotive repair personnel; ability to read and interpret technical automotive repair manuals, circuit diagrams and blueprints; ability to make accurate diagnoses of mechanical, electrical and hydraulic problems for gasoline and diesel-powered vehicles; ability to effectively manage a modern fleet management data and inventory tracking system; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's degree in Automotive Repair Technology or related field and three (3) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic; or
- B. Graduation from a high school technical or other vocational program in automotive repair and four (4) years of full-time paid experience, or its part-time paid equivalent as a skilled Automotive Mechanic; or
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- A. Possession of a valid New York State Class B driver license or a valid driver license equivalent to a New York State Class B driver license at the time of appointment and maintenance of said license for the duration of employment.
- B. Applicants must obtain an appropriate level New York State Motor Vehicle Inspector's License within six months of appointment and must maintain said license for the duration of employment.