

Job Description

Job Title: Transportation Bus & Automotive Specialist **Supervisor:** Bus & Automotive Maintenance Manager
Position Code: **Pay Grade:** 25
Job Classification: Non-Exempt **Contract Length:** 245 Days

Job Summary

Position is responsible for maintaining fleet records, including, but not limited to DMV, EPA, and DEQ. Using MUNIS, creates requisitions and monitors budgets. Performs monthly financial and annual state reports. Using the maintenance management maintenance system, DOSIER, ensures that the electronic records are up to date and accurate. Assist Bus & Automotive Maintenance Manager with daily maintenance shop operations. This position supervises the maintenance operations storekeeper.

Essential Duties

1. Maintain and monitors accurate fuel records for the Environmental Protection Agency.
2. Assists with preparing annual state report.
3. Maintain accurate fuel records. (Purchases and consumption)
4. Shop sublet work needed for fleet to ensure the best price.
5. Enters requisitions, manages contracts and PO's, and monitors expenditures.
6. Prepare monthly departmental billing and financial reports.
7. Track shop expenditures to ensure fair competitive prices with vendors.
8. Responsible for maintaining division of Motor Vehicle titles, and proper documentation for vehicles purchased and sold.
9. Analyze bus & vehicle fleet for annual vehicle replacement.
10. Track in-house warranty and recalls claims. Ensure all documentation is completed and submitted in a timely fashion.
11. Assist with PMI scheduling and compliance.
12. Sets up and schedules training for mechanics.
13. Process payroll for the automotive shop.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs other related duties as assigned by Bus & Automotive Maintenance Manager or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications

Any combination of education and experience equivalent to a high school diploma and at least five years of vehicle fleet control or maintenance management experience. Must have thorough knowledge of Department of Education, State Police, EPA, OSHA & DEQ laws for proper shop operations and vehicle maintenance. Must be proficient in procurement, inventory/parts control procedures and requirements. Have thorough knowledge of Microsoft Office, especially EXCEL, Fleet Management, and Warranty software programs. Must possess a valid Virginia Driver's License. Possess strong interpersonal, oral and writing skills. Must have the ability to supervise and evaluate employees and delegate work assignments.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 25 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Supervision Exercised: Storekeeper

Supervision Received: Bus & Automotive Maintenance Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. The Transportation Bus & Automotive Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Bus & Automotive Maintenance Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print)

Signature

Date

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