

ZANESVILLE CITY SCHOOLS DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>DIESEL MECHANIC/FLEET MANAGER</b>	<b>REPORTS TO:</b>	<b>DIRECTOR OF FACILITIES</b>
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**TRAINING QUALIFICATIONS**

- High School diploma or GED; Post-secondary commercial vehicle maintenance training or work experience is required (Diesel Certified).
- Possess a valid state-issued CDL driver's license with school bus and passenger endorsements.
- A record free of criminal violations that would prohibit public school employment.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts.
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

Manage a safe, efficient, and effective vehicle maintenance program for the District's school buses and assigned fleet vehicles.

## **WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

## **DUTIES AND RESPONSIBILITIES**

1. Provides technical expertise and manual skill in the inspection, serving, and repair of district vehicles.
2. Assist in monitoring student transportation eligibility and arranges alternate transportation services where appropriate.
3. Provides data and reports as requested.
4. Represents the school district in a positive manner when dealing with vendors.
5. Assist the supervisor in developing specifications, RFP's, bid documents, etc. for student transportation related purchases including purchase of service contracts and recommended awarding of such contracts
6. Assists the supervisor in budget controls and manages transaction processing functions.
7. Recommends effective procedures to deal with emergency repairs.
8. Helps coordinate annual state patrol bus inspections.
9. Keeps current with local, state, and federal school bus safety and environmental regulations.
10. Helps bus drivers recognize problems before the equipment malfunctions.
11. Makes road calls when vehicle become disabled.
12. Reports irregularities and equipment abuse to the Director of Facilities.
13. Keeps equipment available for use by completing preventive maintenance schedules; installing component and part upgrades; completing winterization procedures.
14. Reports all traffic citations, accidents, or property damage that occurs during the performance of assigned duties.
15. Maintains vehicle appearance by cleaning, washing, and painting.
16. Maintains vehicle records by annotating services and repairs.
17. Keeps supplies ready by inventorying stock and verifying receipt.
18. Takes appropriate action to protect school property. Secures equipment/work area as directed.
19. Updates job knowledge by participating in educational opportunities; reading and understanding technical and regulation publications.
20. Picks up and delivers equipment, materials, and other supplies as directed.

21. Driving duties may be assigned. NOTE: See Bus Driver job description for additional information.

TERMS OF EMPLOYMENT	260 Contract Days
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