



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Fleet Logistics Specialist**
Job Family: **Transportation**
Prepared/Revised Date: **April 26, 2018**

FLSA Status: **Non-Exempt**
Pay Range: **TP45H**
Job Code: **50615**

SUMMARY: Responsible for providing professional, technical and operational support to the vehicle maintenance manager and vehicle maintenance department staff. Manage multiple fleet software programs supporting the efforts of Poudre School District in providing safe, quality transportation assets in a cost-effective manner. Responsible for purchasing and maintaining parts inventory in current software programs. Liaison of Poudre School District with the Colorado Department of Education Transportation Department, the Colorado Division of Public Safety, Larimer County and the City of Fort Collins as concerned to the operations of the Poudre School District fleet.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Responsible for ordering parts and inventory control for district vehicle fleet at all terminals. Purchase, receive, label, and inventory all stock. Maintain parts supply inventory and keep stock at appropriate levels that allow for daily operations and cost control. Research parts using vendor service programs and communicate with vendors regarding availability and pricing. Track warranty of all parts for replacement and collaborate with mechanics on replacement of defective parts.	D	32%
2. Serve as primary data input technician for repairs, inspections, preventative maintenance, licensure records, and warranty work and recalls. Maintain records of out-of-service vehicles. Communicate warranty and recall information to Vehicle Maintenance Manager.	D	22%
3. Responsible for accounts payable, bill processing and credit card reconciliation.	D	10%
4. Schedule preventive maintenance, repairs, emission tests, and safety checks with all departments within Poudre School District. Ensure completed work orders are entered into the system.	D	7%
5. Maintain all files, financial records, both paper and electronic, and online calendars and shop schedules as required by the Vehicle Maintenance Manager, district, federal and state agencies. Act as district liaison for vehicle registration, title, and emissions, including emissions compliance coordinator for the diesel emissions program.	D	5%
6. Assist department with the procurement and operational readiness of fleet vehicles, including the installation of decals and safety equipment. Prepare older vehicles for auction by removing specialized equipment and decals and obtaining vehicle title from Finance vault.	D	3%
7. Manage and maintain the onsite district fueling system. Ensure system integration and data transfer occurs to district maintenance management software in order to produce fuel usage and VMT/MPG results.	D	3%



8. Act as department liaison in the absence of the Vehicle Maintenance Manager.	D	3%
9. Coordinate the allocation of activity vehicles for Poudre School District.	D	3%
10. Drive routes, assist on service calls, pick-up and/or deliver parts from vendors and shuttle vehicles to vendors for repair/service.	D	3%
11. Attend work and arrive in a timely manner.	D	1%
12. Responsible for installing and upgrading diagnostic equipment for department technicians. Maintain yearly subscriptions of diagnostic programs.	A	5%
13. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized technical courses in database management, fleet management and accounting are preferred but not required
- At least three years of data entry, and up to and including two years of experience in fleet data, record keeping, accounting, inventory management, and automotive logistics

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Pass Department of Transportation (DOT) physical
- Valid Colorado Driver's License
- Commercial Driver's License (CDL) with P2/S endorsement (within 60 days of hire)
- CPR, AED and First Aid certifications
- ASE certifications as a Parts Specialist for both automotive and truck are preferred
- Successful completion of the District approved physical strength and agility test is required prior to hire
- Acquire and maintain a Colorado Emissions Inspector's License for diesel engines

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to learn and understand local, state, and federal laws, and Poudre School District (PSD) policies and procedures pertaining to school bus transportation
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, and/or web-based applications
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Vehicle Maintenance Manager and Director of Transportation	
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals			X	
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	