



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Support Fleet Manager**  
 Job Family: **Transportation**  
 Prepared/Revised Date: **November 17, 2023**

FLSA Status: **Exempt**  
 Pay Range: **OP40Y**  
 Job Code: **62915**

**SUMMARY:** Responsible for planning, directing, managing, coordinating, and supervising the programs for acquisition, assignment, utilization, maintenance, repair, replacement and disposal of support fleet vehicles (White 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  (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Communicate and schedule in-house repairs and services needed on support fleet vehicles with Transportation Vehicle Manager and Lead Technician. Report status updates to driver and department manager.	D	22%
2. Schedule manufacturer safety recall repairs with dealership and outsourced repairs for support fleet vehicles including pickup and delivery of vehicles to needed location. Schedule preventative maintenance, repairs, emissions tests, and safety checks with all departments within Poudre School District. Ensure completed work orders are entered into the system.	D	20%
3. Manage and file required paperwork for all PSD vehicles including CDE transportation documents needed to stay in compliance. Understand CDE requirements for annual inspection and preventive maintenance of school white fleet vehicles.	D	10%
4. Create and manage a vehicle loaner system that provides a temporary vehicle for an employee to use while the assigned vehicle is being repaired.	D	3%
5. Attend work and arrive in a timely manner.	D	1%
6. Work with department heads to determine the need for new vehicle purchases. Order, receive and prepare new vehicles to enter the fleet.	M	15%
7. Complete all title, registration, emissions, and insurance needs for all PSD vehicles including installing and replacing documents in fleet vehicles.	M	8%
8. Assign support fleet vehicles to end user. Create and manage a database of all vehicle assignments including an annual check in/check out process to track condition and damage of vehicles.	M	5%
9. Install needed decals and labeling on all PSD vehicles. Facilitate installation of upfitted, aftermarket equipment needed for support fleet vehicles.	Q	10%
10. Prepare older vehicles for auction by removing specialized equipment and decals and obtaining vehicle title from finance vault.	Q	5%
11. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate degree in a related field
- Five years' experience in fleet maintenance
- Equivalent combinations of education and experience acceptable
- Specialized courses in business management and vehicle maintenance preferred



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado CDL driver’s license or obtain within 3 months of hire
- First Aid certification required within 60 days of hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication skills
- Accounting management skills
- Familiarity with transportation scheduling, management, and maintenance software
- Understanding of basic vehicle mechanics, including the ability to identify when major repairs are needed
- Ability to monitor and make recommendations to a budget
- Critical thinking, problem-solving and decision making skills
- Attention to detail
- Exceptional organizational, time management and multitasking skills
- Ability to manage multiple priorities
- Advanced knowledge of CDE, DOT, State, Local and Federal requirements for the annual inspection and preventive maintenance of school white fleet vehicles.
- Ability to analyze data and make recommendations.
- 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, District policies, administrative guidelines, 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, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	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.*

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



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	
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	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Moderate	
Loud	X
Very Loud	