

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR I - FLEET MANAGER

Reference Code: A529

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 38 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible to assist with the planning, organizing, and supervision of the Clark County School District's Vehicle Maintenance Department, with an emphasis on monitoring white fleet (non-bus) vehicles for usage, replacement life cycle, purchases, and regulatory compliance. This position is responsible for coordinating purchases and assignments of vehicles within the Transportation Department and in all other District departments. This position is responsible to report vehicle usage, assignments, purchases, and other relevant information regularly to the Fleet Management Committee on a quarterly basis. This position is directly responsible to the Director, Vehicle Maintenance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop, review, analyze, update, and maintain on a continual basis, an inventory database of all District vehicles including: vehicle number, year, make, model, operator, department, monthly mileage, and total mileage; control vehicle inventory and implement a control log.
2. Review requests for new vehicles; collect all available information regarding vehicles assigned to the requesting school/department.
3. Develop a reporting system for all departments regarding the assignment, location, and/or use of District vehicles.
4. Report vehicle usage to the director on a monthly basis.
5. Communicate with department administrators regarding the vehicles assigned to their department and vehicle use.
6. Investigate, resolve, and respond to difficult and sensitive public inquiries and complaints involving school District vehicles.
7. Organize, prepare, and maintain analytical and statistical reports related to District vehicles.
8. Monitor vehicle usage for compliance with District policies and regulations.
9. Coordinate vehicle collision and vandalism repairs with the Risk Management Department and assist in collecting vehicle reimbursements.
10. Develop, implement, and monitor a standardized vehicle replacement procedure.
11. Write vehicle specifications and coordinate bidding and purchase of new vehicles.
12. Clear all purchases and assignments of vehicles through the Director.
13. Monitor vehicle maintenance program; determine when vehicles are beyond economical repair (BER).
14. Coordinate the sale and/or disposal of District vehicles.
15. Monitor District vehicle fuel use.
16. Research and implement regulatory and legislative requirements that may impact vehicle maintenance.
17. Operate various office equipment, computer software, and vehicles; utilize two-way radio.
18. Supervision and evaluation of the performance of assigned staff.
19. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of Nevada Revised Statutes pertaining to motor vehicles (i.e., alternative fuel use, motor carrier regulations, mobile equipment regulations, and exempt plate licenses).
2. Knowledge of hazardous waste management.
3. Knowledge of Code of Federal Regulations (CFR), Title 49, Chapter V.
4. Knowledge of Clark County School District vehicle use policies, accident reporting policies, and vehicle safety/security issues.
5. Knowledge of Global Positioning System (GPS) technology.
6. Knowledge of the principles and practices of public administration, management, and supervision.

7. Knowledge of the principles and practices of equipment and vehicle maintenance management.
8. Knowledge of computerized maintenance management programs.
9. Knowledge of Microsoft Word, Excel, and other related software capable of graphing vehicle information.
10. Ability to analyze and review budgetary and financial data.
11. Ability to learn computerized maintenance management software.
12. Ability to perform analytical studies, statistical reports, and propose corrective measures.
13. Ability to write vehicle specifications.
14. Ability to communicate with other administrators, personnel, and outside agencies in written and oral form.
15. Ability to prepare clear, concise records and reports.
16. Ability to exercise independent judgment and initiative within policy guidelines.
17. Ability to perform vehicle use audits.
18. Ability to learn the Ron Turley and Associates (RTA) fleet software (for vehicle database, work orders, parts, etc.).

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in transportation, business, public administration, or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

1. Ability to obtain a Commercial Driver's License (CDL) within six (6) months of employment.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position (i.e., fleet maintenance management or fleet management).

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.