

Coordinator I – Fleet Manager

Position Details

Job Code: U7400

Reference Code: A529

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 38 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions 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, Transportation Department, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Develops, reviews, analyzes, updates, and maintains on a continual basis, an inventory database of all District vehicles including: vehicle number, year, make, model, operator, department, monthly mileage, and total mileage; controls vehicle inventory and implements a control log.
2. Reviews requests for new vehicles; collects all available information regarding vehicles assigned to the requesting school/department.

3. Develops a reporting system for all departments regarding the assignment, location, and/or use of District vehicles.
 4. Reports vehicle usage to the Director on a monthly basis.
 5. Communicates with department administrators regarding the vehicles assigned to their department and vehicle use.
 6. Investigates, resolves, and responds to difficult and sensitive public inquiries and complaints involving school District vehicles.
 7. Organizes, prepares, and maintains analytical and statistical reports related to District vehicles.
 8. Monitors vehicle usage for compliance with District policies and regulations.
 9. Coordinates vehicle collision and vandalism repairs with the Risk Management Department and assists in collecting vehicle reimbursements.
 10. Develops, implements, and monitors a standardized vehicle replacement procedure.
 11. Writes vehicle specifications and coordinates bidding and purchase of new vehicles.
 12. Clears all purchases and assignments of vehicles through the Director.
 13. Monitors vehicle maintenance program; determines when vehicles are beyond economical repair (BER).
 14. Coordinates the sale and/or disposal of District vehicles.
 15. Monitors District vehicle fuel use.
 16. Researches and implements regulatory and legislative requirements that may impact vehicle maintenance.
 17. Operates various office equipment, computer software, and vehicles; utilizes two (2)-way radio.
 18. Supervisions and evaluations of the performance of assigned staff.
 19. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of Nevada Revised Statutes (NRS) 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 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 systems (CMMS).
 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 CMMS.
 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.).
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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).

Preferred Qualifications

None specified.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/07/23
- Created: 12/17/08