

PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions

JOB TITLE:	Motor Pool Service Specialist	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Motor Pool Supervisor and Office Manager	PAY GRADE:	745
DEPT./SCHOOL:	Transportation Services	DATE REVISED:	12/12/11

PRIMARY PURPOSE:

Perform various duties related to the operational administration of the Motor Pool Department.

QUALIFICATIONS:

Education/Certification:

High school diploma or equivalent
Certifiable by the Texas Education Agency in the area assigned

Special Knowledge/Skills:

Proficiency in Spreadsheets (Microsoft Excel)
Effective communication and interpersonal skills
Ability to perform job requirements with minimal supervision
Documented understanding of budget management, inventory contract fulfillment, inventory control
Willingness to execute written employment contract with Plano ISD
Willingness to attend continuing education courses

Experience:

Administrative experience in Collections, Inventory Control, and Service Writing preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

Process and reconcile all Motor Pool financial transactions including direct pays and purchase orders according to PISD guidelines.

Process the bi-weekly payroll for approval of the Motor Pool Supervisor.

Oversee all phases of vehicle warranties and re-calls.

Process all documentation pertaining to all new district vehicles.

Facilitate all phases of district vehicle maintenance with PISD Dispatch and vendors.

Arrange with the appropriate vendors for vehicle tow service; repair of two-way radios, vehicle glass, video camera equipment, fuel island, wash bay, and various other Motor Pool equipment.

Arrange with the appropriate vendors for the proper disposal of hazardous waste materials, such as used oil and filters, anti-freeze; used tires and batteries.

Hold Vendors accountable for contracted performance.

Communicate with department Office Manager for necessary physical plant repairs handled by Facilities Services.

Process routine vehicle work orders, preventative maintenance inspections and state inspections to the Motor Pool Supervisor for review.

Update the vehicle maintenance repair tracking board and the daily vehicle status report.

Communicate with Facilities Services for employee uniforms.

Assist in maintaining the daily operations of the Motor Pool office in the absence of the secretary.

Assist in maintaining the Motor Pool parts inventory through ordering, receiving and dispersing of parts in the absence of the Motor Pool Parts Clerk.

Assist in annual Motor Pool inventory

Work closely with Lead Mechanics, Parts Clerk and Motor Pool Secretary to ensure efficient daily operation of department.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or Motor Pool supervisor.

EQUIPMENT USED:

Computer with associated software; printer; fax; copier; calculator and two-way radio system.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors:

Work with frequent interruptions. Ability to stand, stoop, bend, push, pull and kneel frequently. Prolonged computer use and repetitive hand motions. Routinely required to lift and move awkward objects of 15 – 50 pounds or more. Routine exposure to inclement weather, exhaust fumes, grease and oil.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by _____

Reviewed by _____

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.