

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

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| Job Title: | Manager Motor Pool Operations | Wage/Hour Status: | Exempt |
| Reports To: | Assistant Director Transportation | Pay Range: | 831 |
| Dept./School: | Transportation | Date Revised: | 7/25/2022 |

Primary Purpose:

Responsible for management and supervision of Motor Pool personnel to ensure all Plano ISD vehicles are in top operating condition and operate safely and efficiently in a timely manner. Assist in supervising Motor Pool financial activities.

Qualifications:

Education/Certification:

Bachelor's Degree or equivalent work experience
ASE certification - Master Level
Valid Texas driver's license - Class A or Class B CDL
Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:

Basic knowledge of personal computers
Ability to communicate well and deal with all people in a courteous and positive manner

Experience:

Ten years of experience in the heavy vehicle repair field
Five years of supervisory experience, preferably in a school Motor Pool setting

Major Responsibilities and Duties:

Analyze maintenance requirements of the Plano ISD bus and vehicle fleet and coordinate the efforts of the motor pool staff to ensure all needs are met

Supervise assigned employees and assist in performing various human resource functions, including recommendation of employment, disciplinary action, performance appraisal and staff development

Maintain a system to organize and implement work orders and establish a record for reference showing a history of labor and materials used

Perform vehicle repairs and assist mechanics with problems and recommend repair or replace vehicles as needed

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Implement and maintain a comprehensive preventative maintenance program

Ensure that warranties are handled in a timely manner

Analyze material needs for routine breakdowns and preventative maintenance

Ensure parts and materials are ordered and stocked and maintain the inventory

Respond to emergency vehicle repairs and test drive vehicles on public streets

Follow safety rules and procedures and assume the responsibility of ensuring safety rules and procedures are followed by motor pool personnel

Follow all the rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

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

Equipment Used:

Vehicle repair tools and equipment (including power tools, hydraulic lifts and tire changers), electronic analysis equipment, electrical test equipment, brake lathe, welding equipment, and engine hoist; operates Plano ISD vehicles; uses personal computer and associated software

Supervisory Responsibilities:

Supervise the activities of the personnel in the Motor Pool Department

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; may sometimes work around moving objects or vehicles; fumes, solvents; grease and oil; may work under conditions of inclement weather

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 7/25/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has 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.

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My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____