

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Motor Pool Specialist	Wage/Hour Status:	Non-Exempt
Reports To:	Manager Motor Pool Operations	Pay Range:	750
Dept./School:	Transportation	Date Revised:	9/8/2023

Primary Purpose:

Perform various duties related to the operational administration of the Motor Pool Department including managing repair vendors, scheduling repair work and managing budget. Provide clerical support services to the department head and other staff members.

Qualifications:

Education/Certification:

High School Diploma or Equivalent GED

Valid Texas "A" or "B" CDL driver's license with "P" Passenger and "S" School Bus Endorsements required or obtained within 6 months of hire.

Texas State School Bus Driver Certification

Driving record that is insurable with Plano ISD's insurance carrier

Ability to satisfactorily complete a DOT medical examination for school bus drivers in addition to a pre-employment drug test

Special Knowledge/Skills:

Proficiency in Spreadsheets (Microsoft Excel; Access)

Effective communication and interpersonal skills

Ability to perform job requirements with minimal supervision

Documented understanding of budget management, inventory contract fulfillment, inventory control

Thorough understanding of light-duty and heavy-duty vehicle parts (preferred)

Willingness to attend continuing education courses

Ability to read, understand and communicate in English

Capable of responding in emergency situations including evacuating students

Ability to calmly and professionally manage student behavior

Ability to pass annual DOT physical and all required DOT drug and alcohol tests

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Ability to safely operate a school bus

Must be able to successfully complete required bus driver safety training

Experience:

Administrative experience in collections, inventory control, automotive parts, procurement or contract fulfillment (preferred)

Major Responsibilities and Duties:

Oversee all phases of Motor Pool parts inventory including but not limited to parts acquisition, parts return, inventory allocation, parts distribution and inventory management

Prepare correspondence, forms, reports, etc., for the department head and other department staff members using typewriter and computer

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

Understand and monitor vendor contracts for compliance as they relate to parts fulfillment

Maintain departmental files

Maintain confidentiality of information

Perform routine bookkeeping tasks, including simple arithmetic operations, for the department

Assume responsibility for all items returned to a vendor

Assist with the appropriate vendors for vehicle tow service; repair of two-way radios, video camera equipment, Fuel Island, wash bay and other Motor Pool equipment

Embrace cross training to assist with other areas of motor pool to provide coverage during absence of other staff members

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

Communicate with the department office manager for necessary physical plant repairs handled by Facility Services

Work closely with all Motor Pool and operational staff to ensure efficient daily operation of department

Work with Motor Pool clerk on proper handling of all paperwork and closing out work orders

Conduct parts cost and use analysis to assist in budget management and inventory planning

Conduct nationwide search to acquire parts not otherwise available through existing vendors

Maintain parts and supplies in an organized and secure environment

Drive or assist on routes as needed

Assist with in-service planning and activities

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Follow all 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:

Computers with associated software: printer; fax; calculator; two-way radio system; fuel dispensing pumps, wheelchair lift, fire extinguishers, road flares, school buses and Plano ISD white fleet

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; working with frequent interruptions

Physical Demands/Environmental Factors:

Physical dexterity and strength to safely operate bus including steering, operating pedals, prolonged sitting, shifting gears and opening doors; must be able to lift and carry up to 50 pounds; must be able to lift hood of bus, properly pre-trip bus, climb up on fender or bumper, be able to bend and look under bus for problems, fuel bus, scrape ice/snow off windows and mirrors. Ability to stand, stoop, bend, push, pull and kneel frequently; prolonged computer usage and repetitive hand motions; routine exposure to inclement weather, exhaust fumes, grease and oil. Vision corrected and maintained at 20/40 (depth perception); applicant's hearing is a minimum of 10/15 by whispered voice; hearing aid is permissible.

Does not use a controlled substance, an amphetamine, narcotic, or any other habit-forming drug, except if prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties and who has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a motor vehicle.

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:** 9/8/23

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.

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

Employee Signature: _____ **Date:** _____