

The Transportation Fleet Specialist is responsible for support of daily fleet operations, including but not limited to; inventory of parts, implementing and maintaining fleet management databases and coordinating workflow among fleet mechanics. The Transportation Fleet Specialist should be able to demonstrate adaptability to new technology that could be implemented within the department. Duties include ordering, receiving, stocking, issuing, and delivering materials, equipment, parts, and supplies as needed. Coordinate fleet work orders with mechanics to ensure timely completion of work and repair functions. Monitoring and maintaining District transportation technology including GPS systems, on-board cameras, fuel systems and building and maintaining fleet databases.

Competencies of the Transportation Fleet Specialist

The Transportation Fleet Specialist shall possess knowledge of including but not limited to:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes.
- District policies, procedures, organization structure and school requirements;
- Fleet practices and techniques; Safety procedures.
- State reports, such as the 100 day report and fleet inventory reports.
- District fleet programs including Versatrans and Geotab

As assigned, incumbents may work in conjunction with the Supervisor making work assignments and determining work completion and may also drive a school bus. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Working under pressure to meet timelines and handling multiple and changing priorities;
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Transportation Fleet Specialist

- As assigned, manages fleet databases and other Transportation technology systems, including GPS and On-Board Cameras. Conducts operations including maintaining work requests; and creating and editing forms for use in requesting of fleet services.
- Receives, processes purchase orders including data input, and unloads shipments, stocks warehouse including stock rotation, inventory checks and spot checks, and coding items for storage.
- As assigned, collects electronic and hard copy files, compiles and analyzes data in working spreadsheets and databases necessary to support fleet management operations.
- Plans and leads annual inventory including scheduling staff, providing procedures orientation, and selecting random items for review.
- Performs other duties of a similar nature and level as assigned.

Minimum Qualifications

High School Diploma or GED and two years of experience performing warehousing or fleet database management functions including one year in a lead capacity is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ Driver's License;
- AZ Commercial Driver's License with P&S endorsement;
- AZ School Bus Driver's Certificate;
- CPR Certificate with AED;
- First Aid Certificate