



Job Title: Fleet Maintenance Operations Assistant

Exemption Status: Nonexempt

Reports to: Assistant Director of Fleet Operations

Date Revised: July 2025

Dept./School: Transportation

Pay Grade: P17

Primary Purpose:

To support the transportation department fleet operations in maintaining the bus and white fleet in excellent mechanical condition. Assist fleet maintenance staff with the supply of vehicle parts and services to enable the safe and reliable operation of a school bus and white fleet.

Qualifications

Certification/Education:

- High school diploma or equivalent
- Certified Education Office Professional (CEOP) certification preferred

Experience:

- Minimum of three (3) years of experience in school transportation operations, purchasing, inventory, accounting, and fleet maintenance
- Experience in school bus maintenance operations and Fleet Maintenance systems preferred
- Office software application experience in word processing, spreadsheet, and other office applications preferred

Special Knowledge/Skills:

- Highly effective communication (written and verbal) and interpersonal skills
- Ability to record and input data into maintenance systems accurately
- Ability to use a personal computer and software
- Ability to perform accounting/purchasing functions utilizing the district's financial system(s)
- Ability to accurately document and account for vehicle maintenance purchases
- Ability to learn and upgrade job skills
- Ability to multitask and handle a steady workload in a fast-paced environment
- Ability to communicate and work efficiently and effectively with other GISD departments and external company representatives in a professional manner
- Ability to maintain an established filing system
- Proficient skills in data entry, typing, word processing, spreadsheets, and file maintenance
- Ability to follow written and verbal instructions

Major Responsibilities and Duties:

1. Process purchase orders for supplies, parts, equipment, and service items requisitioned by Vehicle Maintenance Inventory.
2. Receive items for invoices, verify receipts to invoice, and forward to Accounts Payable for payment processing.
3. Reconcile receipts and invoice discrepancies and contact the vendor for corrections.
4. Work closely with Vehicle Maintenance Inventory to ensure that purchasing needs are met, supporting efficient maintenance department operations.
5. Maintain accurate and complete purchasing records as school board policy requires.



6. Provide effective management of purchasing cards (P-cards), including reconciliation, for the Assistant Director, Office Specialist, Vehicle Maintenance Inventory, Vehicle Maintenance Supervisors, and Video Electronics Technician.
7. Process incoming fleet maintenance requests, create and close work orders. Communicate with bus drivers on service requirements for vehicles.
8. Administer vehicle inspections, replace registration stickers, and ensure all title work is processed accurately.
9. Coordinate Cintas Uniform, Eye Wash Station, and First Aid Cabinet services for the Vehicle Maintenance Department.
10. Administer attendance and time overages for the department in Kronos.
11. Maintain and monitor fuel inventory by requisitioning fuel in Oracle as needed.
12. Administer fuel requests and deliveries for ground tanks in the SB Fleet
13. Assist with the preparation and review of monthly fuel reports.
14. Administer contract service for disinfecting the bus fleet.
15. Administer contract service for all GISD fleet vehicles and fuel islands.
16. Process check requests as needed for the Vehicle Maintenance Department.
17. Receive incoming calls, take reliable messages, and direct them to appropriate staff.
18. Display professionalism in dealing with students, parents, staff, and the community.
19. Keep all maintenance records up to date in the fleet maintenance system.
20. Assist with tracking vehicles at outside repair facilities.
21. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computers, peripherals, safety equipment, fire extinguishers, and radio communication equipment.

Posture: Ability to sit for prolonged periods; occasional bending, stooping, pushing, pulling & twisting.

Motion: Continual sitting and reaching; repetitive hand and arm gestures.

Lifting: Occasional light lifting and carrying (less than 15 pounds).

Environment: Frequent, prolonged, and irregular hours working outside and inside.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____