

Openings as of 5/1/2025

FLEET MAINTENANCE PLANNER (FY 26 POSITION BEGINNING JULY 1, 2025)

JobID: 3076

Position Type:

TRANSPORTATION/MECHANIC

[Email To A Friend](#)[Print Version](#)**Date Posted:**

4/29/2025

Location:

Operations: Transportation

POSITION SUMMARY

The Fleet Maintenance Planner plays a vital role in ensuring the efficiency and reliability of the Atlanta Public Schools (APS) Transportation Fleet. This position is responsible for planning, scheduling, and coordinating all fleet maintenance activities to ensure timely repairs, minimizing downtime, and uphold compliance with safety regulations. The Fleet Maintenance Planner will work closely with fleet staff, vendors, operations, and management to optimize workflow and support delivering safe, efficient, and reliable transportation services for APS students and staff.

ESSENTIAL DUTIES

- Develop and maintain a comprehensive preventative maintenance (PM) schedule for the APS fleet, ensuring compliance with manufacturer recommendations and regulatory standards.
- Prioritize and schedule repairs to minimize vehicle downtime and ensure fleet availability for daily operations.
- Monitor vehicle usage and log mileage to anticipate maintenance needs and avoid delays.
- Coordinate and schedule monthly and annual inspections to ensure all fleet vehicles are compliant with regulatory standards and operational requirements.
- Work Order Management
- Create and track work orders in the fleet management system, ensuring accurate documentation of maintenance activities.
- Coordinate with Master Technicians and Foremen to assign tasks based on skill levels and workloads.
- Ensure completed work orders are reviewed, closed, and filed appropriately with all required documentation. Parts and Inventory Coordination
- Collaborate with the internal parts contractor to ensure parts and materials are available for scheduled maintenance.
- Maintain records of parts usage and assist with inventory audits to support cost control.
- Ensure maintenance activities comply with local, state, and federal regulations, including Georgia Department of Education (GaDOE) and GOOT guidelines.
- Track and report key performance indicators (KPIs), such as vehicle availability,

maintenance backlog, and repair turnaround times.

- Prepare maintenance schedules, inspection reports, and other documentation for audits or regulatory reviews. Vendor and Contractor Coordination
- Communicate with approved vendors for outsourced maintenance and repair work, ensuring quality and timely completion of tasks.
- Obtain necessary approvals for vendor repairs in line with department policies and financial controls. Collaboration and Communication
- Serve as a liaison between operations, maintenance, and management to communicate maintenance schedules, address concerns, and ensure the seamless execution of maintenance plans while resolving any scheduling conflicts through effective collaboration.
- Provide updates on fleet readiness and any potential delays in service.
- Required to have prompt, regular attendance in-person or virtually and be available to work on-site, in-person during regular business hours, and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge of fleet maintenance processes, vehicle systems, and preventative maintenance practices.
- Proficiency with fleet management software (e.g., Assetworks, or similar systems).
- Excellent organizational, time management, and multitasking skills.
- Ability to analyze data and develop actionable plans to improve fleet operations.
- Strong verbal and written communication skills to interact effectively with staff, vendors, and stakeholders.
- Knowledge of safety standards and regulatory requirements, including GDOT and GaDOE Bus Inspection

MINIMUM REQUIREMENTS

EDUCATION:

High School Diploma or GED required.

Associate degree in fleet management, logistics, or a related field | preferred.

CERTIFICATION/LICENSE:

Valid Georgia's driver's license required

CDL with Passenger and School Bus endorsements preferred.

WORK EXPERIENCE:

1 year of fleet maintenance planning, transportation, or related role, preferably in a school or public-sector environment.

COMPENSATION

Salary Grade: Fleet Mechanic

Salary Range: **FY'24-25 APS Salary Schedule (All Positions)**

Work Year: 261-Day

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods. Requires good near or distant vision. Requires distinguishing colors and/or depth perception to judge distances.

Hearing: Ability to tolerate exposure to noisy conditions

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, gripping, feeling, seeing/observing and carrying. Must exert over 100 pounds of force occasionally, over 50 pounds of force frequently, and/or over 20 pounds of force constantly to move objects.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; Regular exposure to weather, including heat, cold, dampness, and/or humidity.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress

Additional Work Conditions & Physical Abilities: Will require travel to multiple sites. Extended hours may be required depending on each situation. Must understand and have full knowledge of the occupational hazards in using power tools and equipment and of necessary safety precautions. Requires extensive safety training and/or protective devices.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working

conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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