



PERSONNEL COMMISSION

Class Code: 0516
Salary Range: 42 (M2)

FLEET MAINTENANCE MANAGER

JOB SUMMARY

Under the direction of the Transportation Director, plan, coordinate and manage the fleet maintenance activities and related services of the Transportation Department; assure compliance with applicable laws, codes, rules, regulations and safety requirements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate and manage the fleet maintenance activities and related services of the Transportation Department; assure compliance with applicable laws, codes, rules, regulations and safety requirements. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Develop preventative maintenance schedules for District fleet vehicles and equipment; review work orders and modify schedules as appropriate; assure timely and efficient delivery of in-house and contracted vehicle maintenance services. **E**
- Monitor status of contracted vehicle and equipment repairs; meet and confer with vendors to discuss repairs and inspect contractor work; evaluate the performance, quality and productivity of both in-house and vendor repairs. **E**
- Oversee and participate in monitoring in-house vehicle and equipment repairs performed in the garage; implement new procedures and practices and monitor performance to assure procedures are followed; provide technical assistance to staff as necessary. **E**
- Oversee and manage assigned fleet management software system; review and track repairs, work orders, maintenance schedules, staff productivity and workload trends; set goals and objectives to improve overall shop performance and efficiency. **E**
- Assure District vehicles, school buses and equipment comply with applicable laws, codes, rules and regulations and meet audit requirements; evaluate the safety and efficiency of garage operations and implement new policies as appropriate. **E**
- Operate On-Board Diagnostic (OBD) readers and scanners; read and interpret schematics and diagrams; read automotive and diesel shop manuals. **E**
- Review fleet records to determine replacement cycles and establish vehicle retirement schedules. **E**

- Research and evaluate vehicles and equipment for replacement consideration; develop vehicle specifications and bids for replacement vehicles; assign new and used vehicles to various District departments. ***E***
- Evaluate vehicles involved in accidents and recommend repair or replacement. ***E***
- Oversee and participate in the preparation and maintenance of a variety of records and reports related to vehicle maintenance, inspections, fuel, compliance, hazardous materials, storm water runoff, safety, work orders and other assigned activities. ***E***
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to assigned activities. ***E***
- Receive and respond to vehicle accidents; drive to accident scenes and conduct internal accident investigations; gather information, take photos and assist District staff; obtain accident reports from the highway patrol and police agencies. ***E***
- Provide technical expertise, information and assistance to the Transportation Director regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested. ***E***
- Serve as a liaison with the highway patrol; confer with highway patrol representatives to schedule and coordinate fleet and terminal inspections. ***E***
- Perform a variety of duties related to the maintenance of the Transportation yard and facilities; inspect facilities to assure safety and security of facilities; schedule necessary repairs. ***E***
- Participate in the development and preparation of the annual preliminary budget for assigned Transportation functions; monitor and control expenditures in accordance with established limitations. ***E***
- Operate a variety of office equipment including a fax machine, copier and a computer and assigned software; operate a two-way radio. ***E***
- Drive District vehicles and buses to conduct work and perform road tests as necessary. ***E***
- Attend a variety of meetings, workshops, trainings and conferences related to assigned activities to maintain current knowledge of technological advances in field of specialty. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Fleet Maintenance Manager oversees and manages the overall fleet maintenance activities and related services of the Transportation Department with an emphasis on fleet vehicle replacement, relationships with outside vendors and preventative maintenance services. An incumbent in this classification establishes and implements policies, programs, and standards related to fleet maintenance and replacement activities to assure optimum delivery of services to the District.

EMPLOYMENT STANDARDS

Knowledge of:

Planning and organization of a large fleet maintenance operation.
Principles and practices of supervision and training.
Applicable laws, codes, rules and regulations.
Technical aspects of field of specialty.
Preventative maintenance practices.
Techniques, practices and procedures of gasoline, diesel and alternative fueled vehicle maintenance and repair.
Budgeting practices regarding monitoring and control.
Local vendors and sources of supply.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Operation of specialized equipment used in repairing and servicing vehicles including On-Board Diagnostic (OBD) readers and scanners.
Diagnostic procedures for vehicles and equipment.
Health and safety regulations.

Ability to:

Plan, coordinate and manage the activities and related services of a large fleet maintenance operation.
Train, supervise and evaluate assigned staff.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Review repairs and maintenance for quality and completeness.
Write specifications for contract services and purchasing of vehicles.
Read and apply technical and mechanical diagrams, schematics and repair manuals.
Work independently with little direction.
Operate a variety of specialized equipment used in repairing and servicing vehicles including On-Board Diagnostic (OBD) readers and scanners.
Monitor and control expenditures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Observe legal and safe driving practices.
Prepare and maintain a variety of comprehensive records and reports.
Operate a computer and assigned software.

Education and Training:

Associate's degree including coursework in business administration, management, accounting or a related field or completion of a journey-level apprenticeship program in vehicle maintenance.

Experience:

Five years of journey-level experience in vehicle maintenance and repair involving gasoline, diesel and alternative fueled engines, including one year of experience in a supervisory capacity.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements within six months of employment. A valid California Class A driver's license is desirable.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, chemicals and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Vehicle repair shop and office environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Noise from equipment operation.
Working around and with machinery having moving parts.
Emergency call out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate specialized equipment.
Seeing to inspect vehicles and repairs and read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching.
Sitting for extended periods of time.
Reaching overhead, above the shoulders or horizontally.
Climbing ladders to inspect vehicles.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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