

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**FLEET SERVICES SUPERVISOR**

**Purpose Statement:**

Under general direction, the Fleet Services Supervisor coordinates, organizes and plans the activities of the automotive fleet services unit, including vehicle maintenance, repair, and operations for the transportation section of the Maintenance and Operations Department.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Supervises and participates in the inspection, troubleshooting and overhauling of all County Office vehicles, including but not limited to: automotive engines, transmissions, electrical and cooling systems and other related components.
- Diagnoses and performs minor and major repair work.
- Supervises and assigns the work of automotive service workers and mechanics.
- Trains assigned staff.
- Complies with all new and existing state laws that apply to vehicle maintenance and transportation.
- Oversees the preventative maintenance and safety checks of the Department's vehicles.
- Renders emergency road service.
- Performs safety inspections of Class I and II buses.
- Ensures airbrake inspections, maintenance, service, or repairs to any SDCOE fleet vehicle meet the applicable regulations and standards.
- Assists in the assignment of Departmental vehicles.
- Schedules vehicles for special transportation needs.
- Writes specifications for the purchase of new vehicles and equipment.
- Keeps daily records of gasoline and oil used, services performed and repairs made.

- Prepares vehicle maintenance, incident and inspection reports.
- Complies with requirements of regulatory agencies.
- Enters, updates and retrieves information from a computerized recordkeeping system.
- Participates in the selection of assigned staff.
- Provides input regarding the evaluation of assigned staff.

**Other Functions:**

- Performs minor body repair work.
- Makes recommendations for annual replacement of vehicles.
- Prepares accident reports involving County Office vehicles for damages resulting from accidents.
- Obtains estimates for body work.
- Orders replacement parts and maintains supplies.
- Monitors budget expenditures.
- Assists in the preparation of annual department budget.
- Represents the County Office in traffic court and accident investigations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

**KNOWLEDGE OF:**

Methods, practices, materials and tools of the automotive mechanic trade;  
 Operation and repair characteristics of a wide variety of vehicles;  
 State vehicle laws;  
 Safe working practices of automotive repair and maintenance,  
 Air and hydraulic brake systems;  
 Gasoline and natural gas engines and their operation;  
 Hazardous materials regulations and procedures.  
 Supervisory techniques and practices;  
 Compliance requirements of appropriate regulatory agencies.

**ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
 Practice cultural competency while working collaboratively with diverse groups and individuals;  
 Diagnose, repair and service a wide variety of automotive equipment;  
 Maintain departmental budgets;  
 Develop and prepare a variety of reports;  
 Utilize a computerized recordkeeping system;  
 Communicate effectively orally and in writing;  
 Establish and maintain effective working relationships with all levels of staff.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in indoors and outdoors with most of the time spent in a garage environment. May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to see to read, drive and perform assigned duties; hear and speak to exchange information in person, and on the telephone; kneel, stoop, crouch, crawl, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment and perform mechanical duties; lift and carry objects weighing up to 50 lbs.; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Education: Completion of advanced vocational training in automotive mechanics, and

Experience: Two (2) years' experience performing lead responsibilities in a garage/transportation unit providing full services to fleet vehicles, including cars, trucks, buses, and motor homes.

Equivalency: A combination of education and/or experience equivalent to completion of advanced vocational training in automotive mechanics and two (2) years' experience performing lead responsibilities in a garage/transportation unit providing full services to fleet vehicles, including cars, trucks, buses, and motor homes. ASE certification preferred.

**Required Testing**

N/A

**Certificates, Licenses, Credentials**

Valid California Class C driver license and proof of automobile insurance are required at the time of appointment.

A current Department of Motor Vehicles driving record of traffic citations and accident involvement, if any, must be submitted and updated annually.

Bus Airbrake License or equivalent document

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 063

**Personnel Commission Approved:** November 11, 1982

Revised: 07/1996, 12/1999, 09/2009, 12/2017, 06/2019, 05/2024