

MANAGEMENT JOB DESCRIPTION

FLEET MAINTENANCE MANAGER

JOB SUMMARY:

Under administrative direction from the Lead Fleet Maintenance Transportation Manager, supervises all District vehicle maintenance support operations and ensures the general operational readiness of the vehicle fleet. Committed to teamwork, collaboration, and cross-training to provide the optimum services for students, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Plans and supervises fleet maintenance shop operations.
- Develops and executes a maintenance program for all District vehicles.
- Maintains operational familiarity and support with all transportation/maintenance software.
- Maintains continuity of the maintenance operation in the absence of Lead Managers.
- Supervises, evaluates, and directs the work of assigned fleet maintenance staff.
- Coordinates vehicle maintenance with District departments, contract districts, and other vehicle users.
- Ensures compliance with vehicle maintenance regulations published by the California Highway Patrol, the California Departments of Education and Transportation, and applicable OSHA and environmental regulations.
- Coordinates with vendors, contractors, and manufacturers for repair parts, shop supplies, petroleum products, and warranty claims.
- Assists in setting priorities and maintenance schedules for all District vehicles.
- Assists in analyzing vehicle maintenance costs and participates in budget planning.
- Maintains inventory control system and prescribed parts lists.
- Ensures that equipment service and historical records are maintained.
- Ensures compliance with hazardous material/waste requirements.
- Participates in staff interviews.
- Serves on District policy committees as needed.
- Establishes and maintains cooperative and effective working relationships with others.
- Attends meetings, workshops, and conferences to maintain a current knowledge of legislation, legal codes, and requirements.
- Recommends long-range plans for efficient fleet maintenance programs.
- Performs other duties as assigned.

OTHER JOB FUNCTIONS:

- Assists in the effort to provide fleet consistency and standardization.
- Assists in preparing recommendations regarding bus specifications and purchases of buses and transportation equipment.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of the principles of leadership, management, supervision, automotive systems, and vehicle maintenance and repair.
- Ability to plan and supervise the work of others; keep records, and analyze data; prepare reports; control inventory; use standard office machines, computers, and two-way radios; establish and maintain effective working relationships; and communicate and interact effectively and professionally under pressure.
- Two years of experience in fleet supervision or vehicle maintenance management. Experience in student transportation operations preferred.
- Education requirement of an Associate Arts degree from a recognized college or university in business, fleet maintenance, or transportation is desirable. A combination of college level studies, experience, and training that demonstrates equivalent knowledge and abilities may be considered in lieu of an AA degree. Possession of or ability to obtain a California Class B Commercial Driver's License and California School Bus Driver's Certificate.

Classified Salary Schedule: Range K

BOARD APPROVED: 11/14/00

REVISION DATES: 08/20/02