

## FLEET MAINTENANCE MANAGER

### DEFINITION

Supervises, coordinates, and leads the activities of the fleet preventive maintenance program of the Transportation Services Division to ensure compliance with District policies and applicable local, State, and federal government regulations.

### TYPICAL DUTIES

Plans, organizes, and directs the work of the Fleet Maintenance Section to meet objectives with the most efficient use of personnel, facilities, and equipment.  
Recommends reductions or additions to personnel, facilities, and equipment and changes in levels of service.  
Administers activities connected with the purchase of garage tools, fleet repair supplies, parts, and accessories; and negotiates with contractors.  
Directs a quality control program to maintain satisfactory levels of work performance.  
Evaluates staff to determine training needs and implements training programs, as needed.  
Establishes and documents standard operating procedures aligned with industry best practices.  
Directs a preventive maintenance program to minimize cost and maximize use of equipment.  
Administers or participates in the development and preparation of designs, specifications, and cost estimates in connection with the procurement and modification of fleet equipment in consultation with other Business Services Division administrators and with manufacturers' representatives.  
Administers a testing and inspection program to determine quality, suitability, and compliance with specifications for vehicles, parts, accessories, and materials.  
Administers a safety inspection program for District-owned fleet equipment and facilities, and for contractors' school buses.  
Represents the Fleet Maintenance Section in contacts with school administrators and the public.  
Prepares the preliminary Fleet Maintenance Section budget request.  
Administers the record-keeping activities of the Section, the compilation of statistics, and the preparation of reports, including incident and accident reports.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Fleet Maintenance Manager is responsible for supervising the District's fleet preventative maintenance program for school buses, delivery trucks, passenger vehicles, and non-road maintenance equipment to ensure safety, dependability, and availability at all times.

A Deputy Director of Transportation assists the Director of Transportation in the direction and supervision of the Transportation Services Division and acts for the Director in his/her absence and as directed.

A Garage Supervisor is responsible for the operation of a garage, which includes the supervision of the repair, maintenance and servicing of a variety of automotive and related equipment.

## SUPERVISION

General direction is received from a Deputy Director of Transportation or the Director of Transportation. General supervision is exercised over Garage Supervisors, Assistant Garage Supervisors, and other Section personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- California Motor Vehicle Code provisions, Board of Education policies, Personnel Commission Rules, and budget procedures applicable to the Section
- Methods and techniques of vehicle maintenance and repair in a large materials distribution and passenger transportation operation
- Techniques of personnel relationships, organization, and training
- Cost accounting and statistical techniques as related to fleet maintenance operations
- Automated vehicle maintenance, inventory control systems, and computerized maintenance management systems (CMMS)
- Spreadsheet, database, word processing, and email computer software programs

### Ability to:

- Organize and administer a large decentralized fleet maintenance and repair operation
- Analyze maintenance costs and provide recommendations on fleet utilization and replacement
- Track fleet usage and maintain accurate inventory of equipment
- Meet and deal effectively with employees, school officials, labor representatives, and the public
- Prepare accurate and concise reports
- Formulate and express ideas clearly and effectively in writing and orally
- Multitask and set project deadlines
- Utilize various computer applications such as spreadsheet, database, word processing, and email computer software programs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented with college-level courses in mechanical engineering, business administration, transportation management, and business management. Graduation from a recognized college or university with a bachelor's degree, preferably in business administration, public administration, or a related field, is preferred.

### Experience:

Five years of experience in mechanical maintenance and repair in a heavy duty motor vehicle operation, preferably in a commercial vehicle operation that transports passengers, of which two years must have been in a supervisory capacity. One year of the required experience must have included the use of a computerized maintenance management system.

### Special:

- A valid California Driver License.
- Use of an automobile.
- An Automotive Service Excellence (ASE) master certification in any of the following test series is preferred: Automobile & Light Truck Certification, School Bus Certification, or Medium-Heavy Truck Certification.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
2-15-18  
RGK/JPK