

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Manager-Fleet Maintenance	<b>REPORTS TO</b>	Director-Transportation Services
<b>DEPARTMENT:</b>	Transportation	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	024 AASD
<b>REVISED:</b>	February 24, 2009		

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### BASIC FUNCTION:

Plan, organize, coordinate and direct the maintenance services of the District's rolling stock; develop specifications for vehicle replacement; manage the computerized vehicle maintenance management system; supervise and evaluate the performance of assigned personnel.

### REPRESENTATIVE DUTIES:

Develop equipment, staffing, operating and service plans and objectives for fleet maintenance services of the District; develop and implement long range plans; assist in the formulation, review and modification of District policies and procedures governing fleet maintenance; develop and implement maintenance procedures and practices to assure effective performance of services. *E*

Direct the assignment, scheduling, and production control of scheduled maintenance and repairs for the District fleet; develop and initiate corrective action to assure cost effective fleet maintenance; assure compliance with safety, policy, labor, and computerized maintenance requirements. *E*

Direct the automated vehicle maintenance management system; analyze cost and service performance data; prepare and supervise the preparation of related reports; monitor and evaluate performance indicators. *E*

Develop specifications for vehicle and equipment purchases, vendor parts and service controls; direct the compliance and enforcement of service contracts; direct the vehicle quality assurance program and pre-delivery acceptance; direct inspections of contract carrier buses; coordinate inspection and communicate with motor carrier safety unit of the California Highway Patrol and other regulatory agencies. *E*

Develop and prepare the annual preliminary budget for the fleet maintenance department; enforce allocations and charge formulas; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Authorize direct payments, progress payments and exchanges with vendors and suppliers; develop, recommend and direct the collection of vendor discounts, core change allowances, warranty collections and other revenue abatements to fleet maintenance budget; assist with audits and assure accounting of materiel in fleet maintenance; assist with financial reporting. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in internal auditing programs, analyses and related functions; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; participate in and conduct grievance proceedings. *E*

Provide technical expertise, information and assistance to the Director-Transportation Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Maintain current knowledge of applicable provisions of the District fleet maintenance activities of the department. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Coordinate and assist materiel control inventories of fuel, supplies and other consumable products. *E*

Enforce safety programs; assure staff compliance with regulatory agency safety standards. *E*

Coordinate fleet maintenance activities with transportation operations and driver training programs. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: bachelor's degree in business administration, industrial or automotive engineering or related field and seven years experience as a fleet manager including experience or knowledge of shop loading techniques, automated maintenance management systems, labor relations and equipment specifications writing.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District, State and federal procedures, and applicable laws, codes, and regulations related to fleet maintenance.

EPA, OSHA requirements as well as knowledge of California Air Resource Board (CARB) requirements for vehicles.

Diagnostic procedures for vehicles and equipment.

Modern methods, materials and practices utilized in the repair and maintenance of vehicles typically found in a large fleet maintenance operation.

Operation theory and principles of gasoline, diesel and alternate fuel powered engines.

Budget preparation and control.

Safety precautions appropriate to automotive repair and maintenance.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Technical aspects of field of specialty.

Shop math applicable to vehicle maintenance.

Health and safety regulations.

**ABILITY TO:**

Plan, organize and administer a large fleet of moving stock.

Diagnose, repair and maintain a wide variety of large and small alternate fuel, gasoline and diesel-powered equipment and small engines.

Plan, organize, and direct the fleet maintenance services and programs.

Train and evaluate the performance of assigned staff.

Determine the nature and scope of systems analyses or audits.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.  
Work independently with little direction.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL ABILITIES:**  
Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

Revised---2.24.09  
Revised—PeopleSoft 2.22.05  
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