

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER-FLEET MAINTENANCE

BASIC FUNCTION:

Under the direction of the Director-Transportation, plan, supervise and perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of District vehicles; monitor required inspections of school buses; train and evaluate the performance of assigned staff; assure shop operations run in a timely manner.

ESSENTIAL FUNCTIONS:

Plan, supervise and perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of buses, automobiles, trucks and other District vehicles including gasoline, diesel and alternative powered vehicles; assure shop operations run in a timely manner.

Supervise required inspections of school buses; perform routine maintenance safety checks and inspections of vehicles; maintain accurate service and repair history records on transportation vehicles and equipment; monitor and update DMV registrations.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Supervise and prioritize work orders for maintenance projects on District vehicles; communicate with other departments to discuss repairs; estimate cost and time required for repairs.

Oversee the inventory and purchase of needed parts and supplies; communicate with vendors; prepare and maintain related receipts, records, and purchase orders.

Evaluate, maintain, service and repair vehicles; troubleshoot difficult diagnostic problems as needed; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions; verify work list of the mechanical maintenance and repair needs of District vehicles.

Prepare and maintain a variety of records, reports and files related to assigned activities and personnel; maintain mileage, repair and labor costs performed on District vehicles.

Operate a variety of specialized electronic diagnosis equipment and machinery; operate a variety of office equipment including a computer.

Maintain shop area, equipment and materials in a safe, clean and orderly manner; assure compliance with health and safety regulations.

Respond to emergency field calls as needed.

Operate a vehicle as necessary.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and practices of maintenance and repair of heavy and light automotive vehicles.

Safe operation of related tools, equipment and procedures in the overhaul, repair and adjustment of motor equipment and of fuel, ignition, electrical and cooling systems.

Operation, theory and principles of gasoline, diesel and alternative powered engines.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles.

Diagnostic procedures for vehicles and equipment.

Technical aspects of field of specialty.

Shop math applicable to vehicle maintenance.

Health and safety regulations.

Proper lifting techniques.

Principles and practices of supervision and training.

Operation of a variety of office equipment including a computer.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

Inventory methods and practices.

Applicable laws, codes, rules and regulations related to assigned activities.

Record-keeping and report preparation techniques.

ABILITY TO:

Plan, oversee and perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of District vehicles.

Operate specialized equipment used in repairing or servicing of vehicles.

Read and apply technical and mechanical diagrams, schematics and repair manuals.

Analyze situations accurately and adopt an effective course of action.

Understand and follow oral and written directions.

Observe legal and defensive driving practices.

Operate a variety of office equipment including a computer.

Prioritize and schedule work.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations.

Maintain a variety of records and reports related to assigned activities and personnel.

Maintain consistent, punctual and regular attendance.

Sit or stand for extended periods of time.
Reach overhead, above the shoulders and horizontally.
Move hands and fingers to operate power tools and equipment.
Use proper lifting methods.
See to read a variety of materials and observe and perform repairs.
Hear and speak to exchange information.
Bend at the waist, kneel or crouch to inspect buses.
Climb ladders or steps.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and six years journey-level experience in the repair of light and heavy gasoline and diesel automotive equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid Class A driver's license with passenger and air brake endorsements.
Valid Medical Card.
Floor-lift 92 pounds and arm-lift 80 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Emergency call-out.
Noise from equipment operation.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease and gases.

HAZARDS:

Subject to noise from equipment operation.
Exposure to fumes and vapors.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.
Traffic hazards.
Driving a vehicle during adverse weather conditions.