

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2019
SALARY SCHEDULE: #85
RANGE: 20.00
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 3, 6, 7, 8, 9

FLEET MANAGER

DEFINITION

Under direction, to coordinate, organize, plan, and supervise the maintenance, repair, and servicing of a variety of gasoline, diesel, and alternative fuel powered light and heavy duty motorized vehicles and motorized equipment;

to plan, organize and manage the vehicle maintenance services operation, including operational forecasting, expenditure control and unit budget development;

to do other related work as directed.

EXAMPLES OF DUTIES

Plan, supervise and coordinate the mechanical preventative maintenance program for a variety of motorized vehicles and equipment;

schedule, assign, supervise and review the work of the mechanical services personnel;

ensure that excellent customer service is provided by the vehicle maintenance team to all customers;

assist in the in-service of bus drivers and equipment operators in the proper maintenance and care of equipment;

investigate, test and approve the acquisition of parts, supplies and materials;

plan, organize, and maintain an inventory of the mechanical shop parts, supplies, materials and equipment;

review, investigate, develop specifications and recommend purchase of automobiles and other vehicular equipment;

inspect a variety of gasoline, diesel, and alternative fuel powered motorized equipment for proper and appropriate maintenance to ensure against potential safety hazards;

aid mechanical service in the diagnosis of unusual mechanical problems and offer advice and direction as to appropriate maintenance and repair;

determine maintenance and repair priorities and estimate the cost of major maintenance and repair work;

assist in the preparation of the mechanical service budget;

evaluate the work performance of the mechanical services personnel, and the operational effectiveness of the mechanical service operation;

maintain a variety of records, including operational, personnel and service time records;

plan and conduct mechanical service personnel orientation and in-service training programs;

operate and supervise the use of a vehicle maintenance work order and store stock inventory software program;

oversee CNG fueling station operations;

coordinate vehicle maintenance, wet and alternative fuel marketing efforts to recruit new customers;

manage the operation of the bus wash;

generate statistical data;

make recommendations for computer program upgrades;

provide written reports and recommendations;

write informational bulletins and memos;

attend Transportation Directors meetings;

attend various conferences and trainings as needed.

QUALIFICATIONS

Knowledge of:

Current procedures, methods, materials, tools and equipment utilized in the maintenance, repair and servicing of gasoline and diesel powered equipment;

current procedures, principles and techniques of the repair, maintenance and adjustment of fuel, ignition, electrical, cooling and braking systems;

current methods, techniques and strategies of organization and supervision;

safe working methods and procedures.

Ability to:

Accurately estimate the time and materials required for maintenance, repair and overhaul activities;

maintain a data and information management, storage and retrieval system;

plan, organize, prioritize and supervise the work of others;

perform complex and skilled mechanical maintenance and repair functions;

lift 50 pounds;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

communicate effectively in both oral and written form.

Experience:

A minimum of five (5) years of experience as a journeyman mechanic, and two (2) years of supervisory experience.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in organization and supervisor of vehicle maintenance and equipment repair and maintenance.

License Requirements:

Must possess a valid Class B, California Drivers License, with a passenger endorsement, or obtain one within one year of employment.

Conditions of employment:

A preplacement medical assessment and substance abuse test, at office expense, is a condition of appointment after all other required job conditions have been met.

Must maintain proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: rn

3/8/19

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