

MT. DIABLO UNIFIED SCHOOL DISTRICT

VEHICLE MAINTENANCE MANAGER

SUMMARY

Mid-level management position responsible for the efficient and effective performance of the transportation vehicle maintenance shop. In the absence of the Director of Transportation, responsible for office staff members and all department employees. Responsible for applying an extensive knowledge of district vehicle needs, fueling infrastructure, and Governmental laws and regulations. Operates with considerable latitude for independent action and decision making. Activities are reviewed for adequacy of professional judgment, compliance with district and department policies and achievement of results consistent with district goals and objectives. Has budgetary and administrative responsibility for the transportation repair facility.

DISTINGUISHING CAREER FEATURES

The Vehicle Maintenance Manager is a first-line, working supervisor, responsible for the day-to-day operations for vehicle maintenance and parts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Being on-call 24/7 for emergencies that may arise concerning the safe operation of district vehicles and district fueling facility.
- Coordinates the organization, staffing, and operational activities for vehicle maintenance shop and fueling infrastructure.
- Assist and oversee the acquisition, implementation, and training of shop employees on technology for the purpose of record keeping and vehicle diagnostics within the scope of the vehicle maintenance facility.
- Assist in the creation of a job plan, for repairs and upgrades to the vehicle maintenance facility. Review job bids and hires outside contractors to complete the job plan.
- Research future emission requirements and solutions for district fleet vehicles. Create goals and implement plans to maintain compliance of future emission requirements.
- First responder on school bus accidents. Coordinates with local law enforcement at the scene to ensure the safety of students, driver and the motoring public.
- Works collaboratively with directors/managers from various departments for the acquisition and/or replacement of district department vehicles and equipment to meet the ongoing and future needs of the district.
- Knowledge of all laws and regulations regarding the transportation of students with disabilities including but not limited to; IDEA, LRE, Section 504, WC19.
- Knowledge of Federal Motor Vehicle Safety Standards (FMVSS) as well as experience with National Standards (NCST) and best practices for school transportation.

- Plans, assigns, prioritizes, coordinates, and monitors work orders for vehicle repair. Schedules preventative maintenance and rebuild projects to assure timely completion.
- Establishes schedules and methods for providing vehicle maintenance services. Implements policies and procedures.
- Participates in the selection of vehicle maintenance staff. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline procedures.
- Oversees vehicle inspections to comply with the Motor Carrier Safety Compliance Program, taking information from drivers' vehicle safety reports and converting to work orders to accomplish needed repairs. Functions as District inspector on vehicle repair projects on District vehicles, ensuring compliance with applicable codes and standards.
- Ensures the safety of District vehicles by evaluating necessity of service repairs, evaluate and follow up on completed work orders.
- Researches, trains and demonstrates required skills for subordinates in all areas of vehicle maintenance. Trains staff and others in the use of equipment including that which requires certification to operate, vehicle code requirements, emergency procedures, use of tools, products, and safe work practices.
- Participates in Transportation department budget process by researching and reviewing past vehicle repair and service activity, analyzing upcoming maintenance schedules, submitting recommendations and monitoring approved expenditures. Assists with contractor evaluation and bidding.
- Oversees complex mechanical work in the maintenance and repair of District vehicles and equipment including school buses, trucks, trailers, and other related support equipment.
- Knowledge of transmissions and differentials, fitting pistons and rings, aligning and adjusting brakes, aligning wheels and installing axles, overhauling steering mechanisms and drive shafts, and making minor repairs to fenders and radiators. Applies paint to vehicles.
- Estimates time and material costs for repairs including accident repairs. Orders parts and equipment. Orders fuel, oil and grease for District vehicles. Reviews and codes invoices and processes according to established procedures.
- Works in cooperation with Federal, State, County and local monitoring agencies to ensure compliance with fueling facility laws and regulations.
- Researches emission requirements and solutions for the development and implementation of maintenance strategies to ensure compliance.
- Schedules and oversees the removal and disposal of hazardous waste materials from the service facility.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires in-depth knowledge of vehicular operational and safety laws, regulations and standards, particularly as they apply to motor carriers. Requires a working knowledge of job scheduling techniques. Requires basic knowledge of budgeting procedures. The position requires in-depth technical knowledge of the approaches automotive and heavy equipment manufacturers use for system design and diagnostics. Requires advanced technical knowledge of the standard practices, techniques and tools used in repairing, maintaining, and overhauling gasoline, diesel, CNG, and electrical powered bus and automotive equipment. Requires special knowledge of electronic test methodologies. Requires knowledge of the principles and methods used in preventive maintenance for automotive equipment. Must have in-depth knowledge of work hazards, safe work practices, and the procedures for handling and disposing of hazardous materials and refrigerants. Requires knowledge of service documentation requirement and practices and sufficient skill to write clear reports of service activity. Requires knowledge of supervisory principles and practices. Requires sufficient language skill to write reports, specifications, and observations. Requires sufficient math skill to read, record, and compute project costs, measurements, ratios, and volumes. Requires sufficient human relations skill to conduct training, and convey technical concepts, rules, and regulations to staff members.

Abilities: Requires the ability to analyze vehicle maintenance problems and take corrective action. Requires the ability to interpret plans and specifications. Requires the ability to optimize use of personnel and space when coordinating and plan the work of vehicle maintenance staff members. Requires the ability to train, establish quality standards and review performance. Requires the ability to maintain accurate records and prepare and distribute mandated forms on a timely basis. Requires the ability to perform basic to complex gasoline and diesel engine vehicle maintenance and repairs, using appropriate diagnostic testing tools, techniques, and methodologies and access service and repair information from manufacturers. Requires the ability to safely and skillfully operate power and hand tools common to the trade of automotive repair. Requires the ability to estimate scope of work assignments in terms of labor and materials and schedule repairs on a timely basis. Must be able to keep accurate records and observe general safety procedures.

Physical Abilities: Incumbent must be able to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of a moderately active nature. Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts, and climb and balance. Requires near and far visual acuity to drive, read and write, perform repair work. Requires sufficient hearing and speech ability to hear sound prompts, vehicle sounds, and carry on conversations.

Working Conditions: Work is performed in shop environment where significant health and safety considerations exist from physical labor and use of specialized equipment consistent with trade area. Work conditions may be unpleasant and uncomfortable due to physical positions and/or environmental extremes.

Education and Experience: The position typically requires an Associate's degree with coursework in automotive technology or equivalent; supplemented by six (6) years increasingly responsible experience in heavy and light equipment maintenance and repair, including two (2) years as a team leader. Industry certifications may substitute for some higher education.

Licenses and Certificates: Valid certifications to meet California Bureau of Automotive Repair training requirements in the following areas: engine repair, engine performance, and electrical/electronic systems. Requires a California Class A or B Commercial driver's license.