

FLEET MAINTENANCE MANAGER

DEFINITION

Under general direction, to organize, MANAGES, and coordinate the operations, activities, and staff involved in County equipment and vehicles maintenance and repair; to schedule jobs, assign job staffing, and ensure proper progress and completion of jobs; to assist the Assistant Director of Public Works, Operations and Maintenance with planning and budgeting for vehicle acquisition, maintenance, repair, and motor pool use; to develop bid packages and equipment specifications in consultation with other appropriate County management and staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position supervisory classification. The incumbent serves as first-line supervisor for the work and projects of the County Equipment Shop, supervising the operations, activities, and staff of the Shop. Responsibilities include staff supervision, job assignment, scheduling, and being reasonably available on the list of people to be called when problems occur outside of normal work hours. This position also has substantial responsibilities in the development of bid packages and specifications for the acquisition of new County vehicles and equipment.

REPORTS TO

Assistant Director of Public Works, Operations and Maintenance

CLASSIFICATIONS SUPERVISED

Lead Equipment Mechanic; Equipment Mechanic I, II, III.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Schedules, supervises, and assigns staff to the maintenance and repair of County vehicles and heavy equipment; oversees and ensures proper completion of projects and job assignments; assists the Assistant Director of Public Works, Operations and Maintenance with project planning and the development and control of the Equipment Shop budget; participates in the selection of staff; counsels employees and works to correct deficiencies; makes vehicle and equipment inspections to determine maintenance and repair requirements, as necessary; inspects work in progress for timely completion and identification of maintenance and repair problems; evaluates Equipment Shop operations and activities, recommending improvements; ensures that staff carries out the goals, objectives, and policies of the Equipment Shop and the Public Works Department; performs a variety of recordkeeping and assists with the development of requisite reports; requisitions needed materials, equipment, and supplies for performance of job assignments and projects; implements work safety requirements and conducts safety training; establishes preventive maintenance programs; responds to questions and provides information regarding assigned areas of responsibility; investigates complaints and recommends corrective action; exercises major responsibilities in the development of bid packages and specifications for the acquisition of new vehicles and equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; uses hand tools, power equipment, and electrical testing equipment; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in building and outdoor environments; work is performed in varying temperatures; exposure to dust, chemicals, smoke, gases, fumes, greases, and solvents; exposure to controlled and hazardous substances; continuous contact with other staff and regular contact with the public. Subject to working after hours, evenings, weekends, holidays, and call-outs.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, methods, and practices pertaining to the testing, maintenance, overhaul, and repair of vehicles and heavy equipment, including both gas and diesel-powered equipment.

Principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop.

Principles and techniques of training and supervision.

Recordkeeping and reporting procedures.

Safety requirements, occupational hazards and standard safety precautions.

Operation and maintenance requirements of vehicles and heavy equipment, including State and federal inspection programs.

Laws and requirements related to disposal of oil, grease, and other hazardous materials.

Equipment, materials, and methods used in the equipment maintenance and repair trade.

Principles and methods of preventive maintenance programs.

Ability to:

Supervise, train, and evaluate the work of assigned staff.

Inspect vehicles and equipment for needed maintenance and repair requirements.

Identify needs and recognize problems regarding Equipment Shop development and Improvement.

Establish work priorities and/or make operational changes.

Plan, organize, and direct the operation, maintenance, and repair of County vehicles and equipment.

Skillfully use the testing equipment, tools, equipment required for the maintenance and repair of vehicles and heavy equipment.

Estimate time and materials requirements for equipment and vehicle maintenance and repair.

Assist with the development of requirements and specifications for the acquisition of new County vehicles and equipment.

DESIRABLE QUALIFICATIONS (continued)

Ability to:

Maintain accurate records and reports.

Communicate effectively both orally and in writing.

Deal tactfully and courteously with the public.

Represent the County Equipment Shop Waste functions with County management and staff.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of responsible experience in journey level vehicle and heavy equipment maintenance and repair, preferably including at least two years of lead or supervisory experience.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's license.

Possession of certification in at least one area of equipment repair specialty is highly desirable.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding or individual "At-Will" contract currently in effect.