

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED NOVEMBER 2003  
SALARY SCHEDULE: #85  
RANGE: 20.00  
MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES  
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 and diesel 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**

Plans, supervises and coordinates the mechanical preventative maintenance program for a variety of motorized vehicles and equipment;

schedules, assigns, supervises and reviews the work of the mechanical services personnel;

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

investigates, tests and approves the acquisition of parts, supplies and materials;

plans, organizes, and maintains an inventory of the mechanical shop parts, supplies, materials and equipment;

reviews, investigates, develops specifications and recommends purchase of automobiles and other vehicular equipment;

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

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

determines maintenance and repair priorities and estimates the cost of major maintenance and repair work;

assists in the preparation of the mechanical service budget;

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

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

plans and conducts 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;

generate statistical data;

make recommendations for computer program upgrades;

provide written reports and recommendations;

write informational bulletins and memos.

## **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 years of experience as a journeyman mechanic, and two years 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:

Ability to acquire a Class B, California Motor Vehicle Operator's License.

### Condition of Employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**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.**

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

ST:rw

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