



MANAGER OF AUTOMOTIVE AND EQUIPMENT MAINTENANCE

FC: MC225
PB: 09

PC: 890
BU: 31
July 2001

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Directs, manages, supervises and coordinates the activities and operations of the Non-Revenue Vehicle Maintenance Division including the maintenance, repair and modification of all District automotive and maintenance equipment; develops automotive and equipment specifications and evaluates purchased equipment; and provides responsible and complex administrative support to the Division Manager, Maintenance Support; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class administers through subordinate staff, maintenance, repair, modification of all District Automotive and Maintenance equipment on a multiple-shift basis. The incumbent is accountable for overseeing staffing and operational activities, providing operating procedures and policies, developing, managing and accomplishing program goals, monitoring service delivery, participating in the development and administration of the division's budget, and serving as liaison with other district departments. This class is distinguished from the Division Manager, Maintenance Support in that the latter has overall management responsibility for varied maintenance activities including track and structures, train control, equipment and systems, plant and facilities.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the Non-Revenue Vehicle Maintenance Division including the maintenance, repair and modification of all District automotive and maintenance equipment including fleet cars, light, medium and heavy duty maintenance equipment and high-rail and track driven apparatus.
2. Oversees and coordinates the organization, staffing and operational activities for the Non-Revenue Vehicle Maintenance Division; manages the fabrication, welding and machine shop; develops automotive and equipment specifications; monitors material and parts supply.

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3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
5. Prepares automotive and equipment specifications; reviews submitted bids from contractors and vendors; recommends selection and coordinates procurement of automotive and equipment fleet; evaluates products; monitors contracts to ensure compliance.
6. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
7. Provides instruction and advice regarding vehicle maintenance, repair, fabrication and supply issues; inspects work performed; ensures all work complies with District and mandated standards.
8. Selects, trains, motivates and evaluates maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
10. Serves as the liaison for the Non-Revenue Vehicle Maintenance Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
11. Provides staff assistance to the Division Manager, Maintenance Support; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
12. Coordinates automotive and equipment maintenance activities with those of other shifts, divisions and outside agencies and organizations.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of automotive and equipment maintenance.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of comprehensive automotive and equipment maintenance program.
Materials, tools and equipment used in the maintenance, repair and modification of automotive and heavy equipment.
Fleet management and administration including evaluation, specification, assignments and equipment disposal.
Principles and practices of an automotive equipment preventative maintenance program.
Principles and practices of bid specifications, review, selection and evaluation.
Principles and practices of procurement, purchasing, ordering and requisitioning.
Operating characteristics of track and high rail apparatus/vehicles.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Managing, supervising and coordinating automotive and equipment maintenance services.
Selecting, supervising, training and evaluating staff.
Developing and managing service supply contracts.
Developing equipment specifications and evaluating products and bids.
Interpreting and explaining District's maintenance policies and procedures.
Preparing clear and concise administrative and financial reports.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating new service delivery methods and techniques.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

An Associate degree in automotive technology or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable automotive and equipment maintenance and fleet administration experience which must have included at least two (2) years of administrative and supervisory experience.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.
Must have sufficient mobility to inspect the work of others.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis. An Associate degree in automotive technology is preferred.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; field environment; electrical energy. Exposure to computer screens, noise, dust, grease, smoke, fumes, gases, heat, cold; work or inspect in confined spaces.

Physical Conditions:

Requires maintaining physical condition necessary for walking on uneven surfaces, standing or sitting for prolonged periods of time; light lifting, bending, stooping and kneeling.

EEOC Code: 02

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