

## **VEHICLE MAINTENANCE MANAGER**

### **DEFINITION**

Under general direction to plan, organize, develop, monitor, and supervise the City's vehicle and equipment maintenance division; to oversee a variety of skilled equipment and vehicle maintenance and repair work; and perform related work as required.

### **MANAGEMENT RESPONSIBILITY**

This is a supervisory position with responsibility for assigning, supervising, and directing the work of staff assigned to the maintenance and repair of the City's vehicles and equipment.

### **EXAMPLES OF DUTIES**

Provides supervision, direction, and work coordination for staff assigned to the vehicle and equipment maintenance functions of the City; assigns, supervises, and evaluates the work of vehicle maintenance staff; insures proper training of assigned personnel; schedules preventive maintenance programs and maintenance and repair work; purchases parts, supplies, and shop equipment; supervises the maintenance of parts inventory records; prepares specifications for City equipment and vehicle purchases; prepares budget requests and controls expenditures for vehicle maintenance functions; provides special training courses for other maintenance employees; responsibility for maintaining detailed records of vehicle maintenance and repair work; coordinates corporate yard facility repairs and maintenance; approves cost estimates for outside repair work; represents assigned functions with City staff and other governmental agencies as delegated.

### **SPECIAL REQUIREMENTS**

Possession of an appropriate California driver's license.

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### EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques pertaining to the operation of a vehicle maintenance and repair shop.
- Principles of supervision and training.
- Principles of budget preparation and expenditure control.
- Methods, tools, materials, and equipment used in maintaining automotive and heavy duty diesel engine vehicles.
- Principles of shop management.
- Principles and methods of preventive maintenance programs.
- Occupational hazards and standard safety precautions.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the functions and operations of a vehicle repair facility.
- Provide supervision, training, and work evaluation for staff.
- Assist with formulating, implementing, and evaluating Department policies and procedures affecting the provision of a vehicle maintenance program.
- Prepare shop budget and control expenditures.
- Establish training and work safety programs.
- Train and guide others in vehicle inspection and repair.
- Design and fabricate tools and equipment.
- Diagnose mechanical defects with skill and accuracy.
- Estimate time, labor, and materials costs for major mechanical maintenance and repair projects.
- Establish and administer comprehensive preventive maintenance programs.
- Maintain clear and accurate records.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to vehicle maintenance.

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### EMPLOYMENT STANDARDS- (cont.)

- Effectively represent the maintenance functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

**Education:** Completion of technical courses in diesel mechanics and automotive repair. College course work from an accredited college or university in business or public administration or closely related field is highly desirable.

**Work Background:** Four years of progressively responsible and varied work experience performing maintenance, repair, and overhaul of a variety of diesel bus, automotive, power-driven equipment, and hydraulic systems including at least two years in a supervisory position.

August 1992