



JOB TITLE:	MANAGER OF FLEET & FACILITIES	DIVISION:	BUS
REPORTS TO:	DIRECTOR OF FLEET & FACILITIES	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

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.

Position Summary

Under the general direction of the Director of Fleet and Facilities, the Fleet & Facilities Manager plans, organizes and directs day-to-day activities for a 24/7 transportation maintenance department employing more than 70 persons varying from skilled craft to semi-skilled and service positions to accomplish the service, maintenance and repair of a 170 – bus transit fleet. In addition, the position provides oversight for accompanying non-revenue fleet support vehicles, multiple operations and maintenance facilities, passenger terminals, and various ancillary equipment. This position is subject to 24-hour call-back during emergency situations.

Essential Responsibilities

- Coordinates and directs the daily activities of vehicle and facilities maintenance departments’ first line supervisory personnel.
- Ensures that all vehicles are maintained in accordance with the standards of the Federal Motor Carrier Safety Administration and the California Vehicle Code.
- Ensures the occupational safety and health of all department employees in accordance with state and federal regulations.
- Ensures that all vehicles, facilities, equipment and processes are compliant with state and federal environmental protection standards, regulations and permitting requirements.
- Assists in the development, analysis and administration of department operating and capital budgets.
- Interprets and enforces the rules, regulations and policies of the District and the department.
- Administers multiple union collective bargaining agreements, issues discipline and conducts first level grievance proceedings.
- Coordinates and adjusts work schedules and staffing levels to ensure fulfillment of vehicle service requirements and operational readiness of facilities and passenger terminals.
- Coordinates departmental logistics and procurement of equipment, tooling, training, technical publications, repair parts and supplies, including development of technical specifications and warranty administration.



- Assists in recruitment and retention of labor force and responsible for training and development of employees.
- Maintains records and develops detailed technical reports for various internal customers and external regulatory agencies.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Theories, principles and practices of heavy-duty transit bus fleet and facilities maintenance management.
- State and federal regulations that pertain to transit bus and commercial vehicle fleets in the areas of inspection and maintenance, procurement, recordkeeping, occupational safety and health and environmental protection.
- Facilities and fixed plant equipment maintenance practices and standards.
- Computerized enterprise asset and maintenance management systems.

Ability to

- Manage performance of staff and maintain motivation and satisfactory employee relations in a unionized labor environment.
- Research, interpret and apply laws, regulations and contract language.
- Analyze and interpret complex technical documents, blueprints, diagrams, and instructions.
- Apply effective analytical problem-solving techniques.
- Utilize modern management techniques to achieve efficient and effective utilization of resources.
- Use sound independent judgment within established guidelines.
- Exercise tact and assertiveness in challenging leadership situations.
- Communicate clearly and effectively both orally and in writing.
- Collaborate effectively with various and diverse functional departments within the District.



Skilled in:

- Leadership principles and practices including interpersonal communication, conflict resolution, motivation, coaching and team building.
- Technical aspects of transit bus inspection, maintenance, overhaul and repair.
- Basic business office technologies, including spreadsheet development and word processing.
- Quantitative analysis and preparation of detailed reports regarding maintenance activities and facilities and equipment status.
- Principled and effective negotiation with labor representatives, vendors and service providers.

Minimum Qualifications

Education and Experience:

- Bachelor’s degree in Business Administration, Public Administration or related field. Position related experience may be substituted on a year per year basis in lieu of degree. (A written statement detailing experience must be submitted at time of application.)
- Five (5) years recent position-related supervisory experience in heavy-duty fleet and facilities maintenance. Demonstrated proficiency at a Basic level of skill using computers and applicable software including Microsoft Office applications and enterprise asset management systems.

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. California Class B commercial driver’s license with passenger endorsement or the ability to obtain such license within six months of hire is required.
- A satisfactory driving record is required. No DUIs or reckless driving infractions within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis.

Physical Requirement:

Most work performed in an office environment, but duties may also include bending, kneeling and occasional climbing on 12-foot ladders and scaffolding to evaluate site conditions and work in progress. Occasional work around fumes, odors, dust, and high-noise environments. Must be able to work outside in all weather conditions as required.