



**DATE** July 6, 2016

**TO** GCTD Board of Directors

**FROM** Debbie Williams *DW*  
Director of Human Resources

Reed Caldwell *RC*  
Director of Engineering & Construction

**SUBJECT** Consider Approval of New Position Description for Fleet Manager

### I. EXECUTIVE SUMMARY

This agency's growth over the past few years and the addition of new modern facility requires the agency's infrastructure to evolve in order to keep up. This includes not only personnel, facilities, equipment, and vehicles but the management structure as well. At this moment in GCTD's evolution management is proposing to reassign the duties of the Director of Fleet and Facilities to the Director of Engineering & Construction and replace the Director of Fleet and Facilities with a new Fleet Manager position.

### II. BACKGROUND INFORMATION

GCTD has been informed by our incumbent Director of Fleet and Facilities of his intent to retire from GCTD. As staff prepares to address the vacancy this is an appropriate time to review the organizational structure. With the addition of a new modern facility the evolution of fleet and facility maintenance will continue to be enhanced over the coming years. As a result, staff is recommending the duties of the Director of Fleet and Facilities be added to the Director of Engineering & Construction and a Fleet Manager position be added to assist with day-to-day supervision and operation of the fleet function.

### III. DISCUSSION

The responsibilities of the Fleet Manager position discussed in this proposed change are included in the attached draft Job Description and are summarized as follows: the Fleet Manager will supervise the fleet maintenance functions for the district. The Fleet Manager will work with the Director of Engineering & Construction on these assigned tasks and also for budget planning. The distinguishing responsibility for the Fleet Manager is to ensure all GCTD fixed route and non-revenue vehicles are maintained and serviced according to GCTD guidelines and state and federal regulations.

The director level duties for fleet maintenance along with facilities and maintenance material functions of the Director of Fleet and Facilities will be assigned to the Director of Engineering & Construction. The Director of Engineering & Construction will work with the Director of Planning and Marketing, the Director of Transit Operations, and the Director of Finance and

Administration on capital and grant planning and budgeting. The Director of Engineering & Construction will continue to work with the Director of Finance and Administration on GCTD's procurement activities and conformance with GCTD, local, State, and Federal procurement regulations. The Director of Engineering & Construction will work with the Director of Transit Operations in the coordination of vehicle maintenance scheduling and inspections.

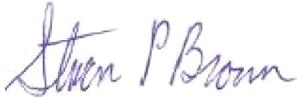
Given the specialized knowledge, training, level of responsibilities, and requirements for the Fleet Manager position, it is recommended that the salary range for the Fleet Manager will be the same as other high level managers at GCTD, \$81,463 to \$114,005, effective July 3, 2016. The Fleet Manager will report directly to the Director of Engineering & Construction.

#### **IV. RECOMMENDED ACTION**

**IT IS RECOMMENDED that the Board of Directors approve a new position description for Fleet Manager. The reassignment of duties of the Director of Fleet and Facilities will be effective upon the retirement of the incumbent.**

Attachment

General Manager's Concurrence



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Steven P. Brown



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## JOB DESCRIPTION

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<b>CLASSIFICATION TITLE:</b>	Fleet Manager
<b>NON-REPRESENTED:</b>	Management
<b>OVERTIME STATUS:</b>	Exempt
<b>SAFETY SENSITIVE:</b>	Yes
<b>REPORTING STATUS:</b>	Director of Engineering & Construction
<b>SUPERVISES:</b>	Maintenance Supervisor Mechanics (I, II, III) Service Worker
<b>DATE AUTHORIZED:</b>	July 2016
<b>DATE LAST REVISED:</b>	N.A.

### JOB SUMMARY

This single position class is distinguished with responsibility to ensure all GCTD fixed route and non-revenue vehicles are maintained and serviced according to GCTD guidelines and state and federal regulations.

### ESSENTIAL FUNCTIONS

The Fleet Manager has responsibility to:

- Manage the maintenance and repair of vehicles; ensure public transportation vehicles are cleaned, serviced, available, and in appropriate repair for daily scheduled runs; recommend criteria and operating policies for levels of vehicle maintenance and standards of repair and standards of cleaning
- Recommend performance measurement criteria for vehicle maintenance, fueling, and cleaning; and monitor and report performance measurement statistics for vehicle maintenance, fueling, and cleaning
- Supervise mechanics directly and through subordinate supervisors; estimate time and cost of needed repairs on malfunctioning or damaged vehicles; consult with mechanics regarding repairs, mechanical malfunction diagnosis, equipment modifications, new products, means and methods of repair, and other such issues; and conduct quality control
- Manage maintenance plans for all types and models of revenue and non-revenue vehicles utilized by GCTD; establish goals and objectives for maintenance; develop procedures to identify mechanical failure/need for repair, and track information useful in program management (e.g. time/cost of repairs, repair type, lost time, etc.)
- Supervise service workers directly and through subordinate supervisors; estimate time and cost of needed cleaning of vehicles; consult with service workers regarding

cleaning, new products, means and methods of cleaning, and other such issues; and conduct quality control

- Evaluate performance of assigned staff and recommend salary step increases; recommend responses to grievances; recommend and, in consultation with his/her supervisor and the Director of Human Resources, administer discipline; interview applicants and recommend appointment of staff; oversee vacation and scheduling process
- Acquire and maintain supplies; research and negotiate with vendors on price, quality and availability of parts, supplies, tools and equipment; identify and negotiate with private contractors that can provide maintenance and/or repair support; prepare technical specifications and assist in the contracting process to acquire vehicles, supplies and repair/maintenance services
- Coordinate vehicle maintenance with the Operations Department and coordinate implementation of preventive maintenance schedule and inspection routine.
- Supervise administrative activities of maintenance including inventory, timekeeping, service record maintenance, compliance with OSHA and other safety regulations; administer contracts with service and supply contractors; plan, organize and conduct safety and skills training; conduct safety inspections
- Assess vehicle and equipment needs and participate in development of a capital improvement program to prioritize and justify capital investments
- Assist Director of Engineering & Construction with facilities and maintenance material functions as directed by the Director of Engineering & Construction

### **OTHER JOB FUNCTIONS**

May be assigned additional managerial and administrative responsibilities; may be designated to act as Director of Engineering & Construction in the absence of the Director of Engineering & Construction.

### **MINIMUM QUALIFICATIONS**

Associate degree from a college or accredited technical school and progressively responsible experience in heavy equipment maintenance which includes at least five years in managing maintenance for at least 40 vehicles, or any combination equivalence.

#### **Knowledge of:**

- Principles and practices of supervision, including performance evaluation, scheduling and counseling techniques
- Principles, methods and efficient operating practices of heavy equipment maintenance and repair, time/cost estimation, inventory planning techniques, cost control of techniques applicable to maintenance and repair, tools, equipment and materials used in the repair and maintenance of buses and automobiles
- Methods of diagnosing malfunctions for a variety of mechanical systems
- Accident and incident investigations procedures
- Safety principles, practices and regulations related to vehicle and employee safety
- Record keeping systems and applications for tracking a variety of vehicle maintenance, service and repair activities
- Principles and practices of skills training
- Performance evaluation practices and techniques

- Vehicle inspection practices

**Ability to:**

- Plan, organize, and direct vehicle maintenance, fueling, and cleaning functions
- Supervise directly and through subordinate supervisors
- Evaluate efficiency and effectiveness of vehicle maintenance programs, fueling programs, and cleaning programs
- Read and interpret complex technical specifications
- Develop and execute plans to achieve maintenance, fueling, and cleaning goals and objectives
- Assess mechanical systems preventive and preventative maintenance requirements to ensure sustained operation
- Diagnose defects in a wide variety of mechanical systems
- Exercise judgment, decisiveness, and creativity
- Communicate effectively, both verbally and in writing with people of diverse socio-economic backgrounds and cultures
- Determine appropriate course of actions in emergency or stressful situations
- Develop goals and objectives
- Prepare narrative and statistical reports
- Organize and prioritize work
- Effectively delegate responsibility and authority to others

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class B driver's license
- Certified Mechanic is desirable

**WORKING CONDITIONS:**

Environment

- Office and vehicle garage environment
- Driving a vehicle to conduct work

Physical Abilities:

- Speaking to make presentations
- Sitting for extended periods of time
- May involve extended periods of time at a keyboard or workstation
- Dexterity of hands and fingers to operate office equipment
- Some tasks may involve the ability to exert very moderate physical efforts, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials (20-25 pounds)