

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**MANAGER I,  
TRANSPORTATION OPERATIONS, VEHICLE MAINTENANCE**

**DEFINITION**

Under the direction of the Director I, Transportation, the Manger I, Transportation Operations, Vehicle Maintenance supports the educational programs of the District by managing, supervising and coordinating the day-to-day vehicle maintenance and repair operations.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Manage, plan, prioritize, assign, and supervise work assignments of staff responsible for providing vehicle maintenance.
2. Establish schedules and methods for providing preventive maintenance and unscheduled vehicle maintenance services.
3. Provide training for subordinates in all areas of vehicle maintenance.
4. Inspect and troubleshoot malfunctioning engines, motors, transmissions, rear ends, starters, generators, brakes, clutches, carburetors, electrical assemblies and other mechanical assemblies. Inspect work in progress and ensure proper completion.
5. Estimate time and material costs for repairs including accident repairs.
6. Communicate with vendors, suppliers and salespersons concerning the price and availability of materials, supplies and equipment used in mechanical repair and maintenance.
7. Order stock items to ensure adequate supplies and parts are available for maintenance and repair activities.
8. Participates in the development, coordination and preparation of the annual preliminary budget for the Transportation Department.
9. Control and authorize expenditures in accordance with established limitations.
10. Perform needs assessment, feasibility planning and a variety of other research and make recommendations as appropriate.
11. Monitor use of District, diesel, gasoline, and compressed natural gas (CNG) fueling stations.
12. Assists in developing and implementing specifications for the purchase or sale of fleet equipment, ensuring compliance with policy and procedures.
13. Evaluate, supervise and counsel members of certificated and classified staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
14. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
15. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
16. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

## **QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; standard practices, techniques and tools used in repairing, maintaining and overhauling heavy and light equipment, gasoline, diesel, mechanical, CNG and electrical powered vehicles; principles of internal combustion engines, automotive and standard transmissions, differentials, hydraulic units, and all other equipment systems and assemblies; the use of a full range of hand and power tools used in automotive repair work; practices and procedures used to operate an automotive repair shop safely and efficiently; work hazards and safety practices; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

**Ability to:** Manage, lead and direct the functions and activities of vehicle maintenance and repair for the Transportation department for a school district; plan, schedule, and implement a preventative maintenance program; diagnose, repair, and maintain a wide variety of large and small gasoline, diesel and alternative-powered engines and related equipment; diagnose, repair, and maintain a wide variety of large and small gasoline, diesel and alternative-powered engines and related equipment; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; prioritize workload and conflicting demands; establish and maintain records; read and interpret mechanical and electrical diagrams; operate tools and equipment used in the skilled diagnosis and repair of internal combustion engines and related equipment; estimate labor and material costs; comply with the District's customer service standards as outlined in Board Policy.

**Education:** Graduation from high school or equivalent.

**Experience:** Five years of experience in heavy and light vehicle maintenance and repair including two years of lead or supervisory experience.

**License:** Automotive Service Excellence (ASE) certification; valid California Commercial Driver's License; medical examination card; American Red Cross First Aid Certificate; Cummins/John Deere/International Engine certification, Fuel Station and CNG Fuel Tank Inspection certification preferred.