



Job Description

Job Title: *Fleet & Equipment Maintenance Manager*

Job Code

Incumbent/Associate Name: *Eric Woolridge*

Dept: *Vehicle*

FLSA Job Classification*(3): *hourly* *salaried non-exempt* *exempt*

DBI Job Classification (3): *full-time* *auxiliary/part-time* *temporary*

**determined by HR department/job evaluation process*

Reports to (Operations Manager)

General Purpose: *(Summarize overall purpose of job)*

Cost effective upkeep and repair of company vehicles, performed in a safe manner, without accident or injury.

Essential Functions: *(Core duties or tasks that are fundamental to the performance of the job. That is, if an incumbent could not perform one or more essential functions, the job would not get done. Most jobs have three to eight essential functions. List, in order of importance, the percentage of time the incumbent will devote to each essential function).*

	<i>% of Time</i>
<i>1. Maintain current knowledge of A.R.B. regulations and their enforcement.</i>	<i>5%</i>
<i>2. Maintain current knowledge of E.P.A. regulations and their enforcement.</i>	<i>5%</i>
<i>3. Conduct periodic training to improve skills of technicians.</i>	<i>5%</i>
<i>4. Demonstrate proper tool usage, and maintain acceptable inventory.</i>	<i>5%</i>
<i>5. Demonstrate knowledge of repairs needed to be performed to correct vehicle problems.</i>	<i>20%</i>
<i>6. Minimize time taken to complete repairs and get vehicle back into service.</i>	<i>5%</i>
<i>7. Maintain upkeep of fleet and proper preventative maintenance schedules.</i>	<i>5%</i>
<i>8. Demonstrate knowledge of D.O.T. regulations and their enforcement by the CHP.</i>	<i>5%</i>
<i>9. Maintain upkeep of all material handling equipment and proper maintenance schedules.</i>	<i>15%</i>
<i>10. Maintain organization and cleanliness of shop areas.</i>	<i>5%</i>
<i>11. Demonstrate Knowledge to maintain compliancy to all Federal and California OSHA rules and regulations.</i>	<i>6%</i>

Secondary Functions: (Non-essential duties or tasks that are not fundamental to the performance of the job. That is, if an incumbent could not perform one or more secondary functions, the job would still get done. List in order of importance and the percentage of time that the incumbent will devote to each secondary function).

	<i>% of Time</i>
<i>1. Sort and distribute license and registration tags to proper locations.</i>	<i>5%</i>
<i>2. Maintain records and database for other locations so repair costs can be minimized.</i>	<i>5%</i>
<i>3. Seek out continuing education opportunities to keep pace with changing maintenance trends.</i>	<i>2%</i>
<i>4. Demonstrate adaptability to trouble shoot and repair non-vehicle problems</i>	<i>2%</i>
<i>5. Perform other duties as assigned.</i>	<i>5%</i>

Qualifications/Basic Job Requirements: (Specify minimum number of years of job-related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs, secretarial skills, special machines, etc.)

ADMINISTRATIVE SKILLS:

Complete all internal control records, forms and procedures properly and accurately.

FUNCTIONAL/TECHNICAL KNOWLEDGE:

Certified Fleet Mechanic.

Current knowledge of DOT, ARB and EPA regulations.

COMMUNICATION SKILLS:

Effectively communicate work related issues with staff members in a timely manner. Good written and verbal communication skills.

SKILLS SET COMPETENCIES :

5+ years experience in fleet maintenance.

2+ years of supervisory/management experience.

Possess technical accreditations.

Valid drivers license and an acceptable driving record.

Must maintain a neat, well-groomed appearance creating a favorable image and maintain proper conduct.

AREA OF REQUIRED KNOWLEDGE:

High school diploma or equivalent.

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Ability to Move Distances
Within and Between
Warehouses/Offices | <input checked="" type="checkbox"/> Lifting (specify)
50 Pounds on a regular basis and
170 Pounds on occasion |
| <input checked="" type="checkbox"/> Color Perception (Red,
Green, Amber) | <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Carrying (specify)
50 Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | <input checked="" type="checkbox"/> Ability to Mount and
Dismount Forklift/Truck | <input checked="" type="checkbox"/> Driving (local/over the road) |
| <input checked="" type="checkbox"/> Clear Speech | <input checked="" type="checkbox"/> Pushing/Pulling | <input checked="" type="checkbox"/> Bend, squat, sit and stand for
prolonged periods of time |
| <input checked="" type="checkbox"/> Touching | | |
| <input checked="" type="checkbox"/> Dexterity | | |
| <input checked="" type="checkbox"/> Hand | | |
| <input checked="" type="checkbox"/> Finger | | |

Mental/Reasoning Requirements:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Reading - Simple | <input type="checkbox"/> Writing- Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading - Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing - Simple | <input checked="" type="checkbox"/> Basic Math Skills | |

Work Environment:

- | | | |
|---|---|---|
| <input type="checkbox"/> Shift Work | <input checked="" type="checkbox"/> Outside | <input checked="" type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input checked="" type="checkbox"/> Extreme Heat - summer
temperatures | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input checked="" type="checkbox"/> Extreme Cold - winter
temperatures | <input checked="" type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise | <input checked="" type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input checked="" type="checkbox"/> Mechanical Equipment | <input checked="" type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input checked="" type="checkbox"/> Electrical Equipment | <input checked="" type="checkbox"/> Dirt Dust |