

# Fleet Maintenance Manager

## Position Details

Class Code: 6090

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 61 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, manages, coordinates, and supervises vehicle/heavy duty equipment repairs, maintenance operations, and staff activities for Clark County School District's transportation garages.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Analyzes out-of-service data for vehicles to determine percentage of active vehicles in fleet.
2. Coordinates, schedules, and reviews all phases of vehicle/heavy duty equipment repair and maintenance for all transportation garages.
3. Supervises and reviews the work of Vehicle Garage Shift Supervisors.
4. Recommends and implements approved changes for efficient management of repair and maintenance programs.
5. Investigates and inspects warranted parts and equipment to determine if corrective action falls within the warranty program for reimbursements.
6. Updates computerized maintenance database system to keep current with changing technology in vehicle repair/maintenance needs.
7. Coordinates and schedules transportation garage inspections (i.e., annual state emission tests, Nevada Highway Patrol (NHP) inspections, etc.).

8. Reviews bids and specifications and provides technical data/information regarding the purchase of vehicles, parts, and equipment.
  9. Responsible for evaluating new vehicles and equipment inspections for compliance with specifications.
  10. Evaluates and makes final determination to rebuild, repair, and/or replace parts on vehicles, engines, and/or components.
  11. Manage warranty claims with vendors for reimbursement.
  12. Manages the preventive maintenance program for vehicles and equipment.
  13. Initiates requisitions for shop equipment, supplies, materials, and parts.
  14. Responsible for reviewing vehicle/heavy duty equipment body repairs and estimates.
  15. Responsible for managing and maintaining accurate records (i.e., work performed, supplies, materials, inventories, and accident reports).
  16. Provides input for the evaluation of assigned staff.
  17. Responsible for the safe handling and disposal of hazardous materials.
  18. Participates in training and in-services for garage staff and new bus drivers.
  19. Participates in feasibility studies on efficiency/effectiveness of vehicle/heavy duty equipment parts and/or service.
  20. Assists in the interview and selection process for new subordinate employees.
  21. Conforms to safety standards, as prescribed.
  22. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves managing and supervising the staff of vehicle repair and maintenance garage operations at multiple sites and on varied shifts for a large-scale vehicle fleet.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Extensive knowledge of repairing and overhauling buses, trucks, tractors, trailers, and construction equipment.
2. Extensive knowledge of vehicle/heavy duty equipment preventive maintenance programs and procedures.
3. Knowledge of garage equipment and tools.
4. Knowledge of federal and state motor vehicle standards pertaining to school buses.

5. Ability to diagnose and test for malfunctions in motor vehicles, both gasoline and diesel.
  6. Ability to perform major repairs to buses, trucks, and other equipment.
  7. Ability to learn to operate a computer and basic software applications.
  8. Ability to obtain a valid Class A commercial driver's license (CDL) with required endorsements, as appropriate.
  9. Ability to interpret manuals, schematics, and work methods.
  10. Ability to write legibly, prepare, and maintain accurate records
  11. Ability to work independently.
  12. Ability to meet predetermined deadlines.
  13. Ability to perform strenuous physical work.
  14. Ability to safely move and relocate heavy objects.
  15. Ability to work flexible hours or shifts.
  16. Ability to work in confined areas.
  17. Ability to withstand heights and perform work safely.
  18. Ability to work cooperatively with employees, other agencies, and the public.
  19. Ability to recognize and report hazards and apply safe work methods.
  20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Four (4) years of experience supervising major repairs and maintenance of cars, buses, trucks, and heavy-duty equipment (gas and diesel engines).
3. Safe driving record.

### **Licenses and Certifications**

1. A valid Class A CDL. (If valid Class A CDL is not in possession at time of application a valid Class C Nevada Driver's License must be in possession and the Class A CDL must be obtained within five (5) months of hire date). License must be maintained for the duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

3. Applicants who do not already possess a Class B license must pass a written test for a CDL and a physical examination prior to being interviewed. The finalists (three (3) maximum) will be trained by Transportation Services and must obtain a Class B license before their selection will be submitted for final approval by personnel.
4. Valid Class B CDL at time of hire which must be maintained for the duration of the assignment, unless exempted by the Director of Transportation Services.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or Clark County School District regulations and procedures.

### **Preferred Qualifications**

Nevada Emission Control License, knowledge of alternately fueled vehicles, supervisory experience with large groups of employees, Automotive Service Excellence (ASE) Certificate, valid Class A CDL at time of hire.

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### **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
  2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
  4. Air conditioning certification.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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### **Examples of Assigned Work Areas**

Clark County School District garage facilities, roadside service, parking lots, etc.

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### **Work Environment**

#### **Strength**

Medium/heavy - exert force of 25-100 lbs., occasionally; or 10-20 lbs., constantly.

#### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a

typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various District-issued vehicles (cars, buses, trucks, trailers, etc.), basic hand and power tools, vehicle diagnostic equipment, air conditioning gauges and related equipment, welding (arc, gas, solder gun), grinder-brake lathe, vehicle charging system tester, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 09/15/23
- Created: 10/19/92