

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
1515 Hughes Way  
Long Beach, California 90810

REGULAR MEETING AGENDA

Regular Meeting  
Community Room  
June 18, 2020

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of June 4, 2020
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

1-3

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Behavior Intervention Assistant 4-5
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 6-7
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver 8-9
4. **APPROVE** the certification of District Security Officer eligibility list 20-0132-5202 established 06/11/2020 10
5. **APPROVE** the certification of District Security Officer eligibility list 20-0150-5202 established 06/10/2020 10
6. **APPROVE** the certification of Inventory Control Technician eligibility list 20-0120-5126 established 6/10/2020 10
7. **APPROVE** the certification of School Safety Officer eligibility list 20-0131-5014 established 06/10/2020 10

8. **APPROVE** the certification of School Safety Officer eligibility list 20-0151-5014 established 06/10/2020

10

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the revised classification specification of Fleet Maintenance Manager

11-16

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

July 2, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California, 90810

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBUSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel\_Commission/.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
4400 Ladoga Avenue  
Lakewood, CA 90713

MINUTES  
Regular Meeting

June 4, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, June 4, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

A quorum of the Personnel Commission was in telephonic attendance as established by roll call:

Present: Sheryl Bender  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Jesus Rios Jr., Employment Services Supervisor; Oralia Leyva, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Gilbert Bonilla, CSEA Chapter 2 President; Ruben Sosnowski, Production Specialist/Editor; and Gary Marshall, Multimedia Technology Supervisor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 21, 2020.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE CORRESPONDENCE

None

REPORT FROM  
EXECUTIVE OFFICER

Maria Braunstein, Personnel Analyst, reported new recruitments have recently been opened and several newly created eligible lists will be on the next agenda for approval. Ms. Braunstein mentioned examinations that have been completed using remote testing and interviewing. Panel raters from other agencies have provided positive feedback on the ease of using the remote interviewing system. The Intermediate Office Assistant written examination was completed online with a participation rate of 85% of those invited to test. The previous examination given at the Personnel Commission office had a 70% participation rate of those invited to test. Ms. Braunstein thanked the recruitment and testing team for developing innovative processes and adapting so quickly to online testing.

Jesus Rios Jr., Employment Services Supervisor, thanked certification staff for all their recent hard work especially in regards to preparing and mailing summer school employment status letters. Mr. Rios stated that 946 summer school applications were received and 258 employees were placed in a summer assignment.

Dale Culton, Certification Services Manager, thanked Mr. Rios Jr. and certification staff for all of their work related to summer employment.

Commissioner Bender commended staff for a job well done during these challenging times.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Communications Specialist
2. **RATIFY** job announcement bulletin for School Safety Operations Manager

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve the Consent Agenda.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

OLD BUSINESS

None

NEW BUSINESS

1. **ANNOUNCE** the 2020 Personnel Commission Employee of the Year

Mr. Kato outlined the criteria used to select the Personnel Commission Employee of the Year and announced that the award would be dedicated to all of the Personnel Commission employees. Mr. Kato explained that during these unusual times, all of the Personnel Commission staff members bravely stepped forward and pitched in to meet the demands of this new reality.

Commissioner Bender congratulated staff and stated that the award is well-deserved. Commissioner Vaughan concurred. Commissioner Ulaszewski, also stated the award is well-deserved by all Commission staff and thanked them for their diligent work continuing the mission of the Personnel Commission during these stressful times.

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 18, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, CA 90810 and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:38 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:00 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:01 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## BEHAVIOR INTERVENTION ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Friday, June 26, 2020

### JOB INFORMATION:

Permanent 10 month positions. Positions are 75% FTE (30 hrs/wk). The current vacancies are at multiple sites. The eligibility list will be used to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, provide Applied Behavior Analysis (ABA) and implement behavior intervention plans with designated students in a variety of educational settings including the community and classroom; observe and manage behavior of students according to approved procedures; assist students with and demonstrate desired behaviors; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

#### EXPERIENCE:

One year of experience implementing Applied Behavior Analysis programs.

Or

One year of experience at the level of LBUSD Instructional Aide-Special working with students with autism.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

#### SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's License. (2) Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification. (3) Incumbents will be provided non-violent crisis intervention training within one year of employment in this classification.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START:	\$21.87
6 MONTHS:	\$23.08
1 ½ YEARS:	\$24.34
2 ½ YEARS:	\$25.69
3 ½ YEARS:	\$27.10

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

### PERSONNEL COMMISSION

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[www.lbschools.net/Departments/Personnel\\_Commission](http://www.lbschools.net/Departments/Personnel_Commission)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual 20-0164-5216 JA

LBUSD employees, please see reverse side for important information.

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

*A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.*

*The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## GROUNDS EQUIPMENT OPERATOR II

### FINAL FILING DATE:

4:30 p.m., Friday, June 26, 2020.

### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license at time of application. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one location to another.

#### WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

#### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. Heavy physical labor.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START:	\$23.09
6 MONTHS:	\$24.36
1 ½ YEARS:	\$25.70
2 ½ YEARS:	\$27.12
3 ½ YEARS:	\$28.61

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance appraisal oral examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0162-0176 AA

LBUSD employees, please see reverse side for important information.

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## GROUNDS EQUIPMENT OPERATOR II/DRIVER

### FINAL FILING DATE:

4:30 p.m., Friday, June 26, 2020.

### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; operate a truck to tow a trailer or heavy equipment; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Valid California Class A driver's license at time of application. (2) Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (4) May be required to travel from one location to another.

#### WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

#### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. Heavy physical labor.

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### SALARY RANGE HOURLY:

START:	\$24.38
6 MONTHS:	\$25.72
1 ½ YEARS:	\$27.14
2 ½ YEARS:	\$28.62
3 ½ YEARS:	\$30.20

### APPLICATION:

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### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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**WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER**

Dual Exam 20-0163-5031 AA

LBUSD employees, please see reverse side for important information.

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

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LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 10

Date: June 18, 2020

Reason for Consideration: Approval

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**DISTRICT SECURITY OFFICER**

**DUAL CONTINUOUS**

**20-0132-5202**

List Valid: 06/11/2020-12/11/2020

Total Applications Received: 28

No. Passed: 3

No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 3

No. Screened Out: 21

**DISTRICT SECURITY OFFICER**

**DUAL CONTINUOUS**

**20-0150-5202**

List Valid: 06/10/2020-12/10/2020

Total Applications Received: 12

No. Passed: 1

No. Failed: 1

Total Invited to Exam: 6

No. Withdrew: 4

No. Screened Out: 6

**INVENTORY CONTROL TECHNICIAN**

**DUAL**

**20-0120-5126**

List Valid: 06/10/2020-06/10/2021

Total Applications Received: 38

No. Passed: 5

No. Failed: 3

Total Invited to Exam: 13

No. Withdrew: 5

No. Screened Out: 25

**SCHOOL SAFETY OFFICER**

**DUAL CONTINUOUS**

**20-0131-5014**

List Valid: 06/10/2020-12/10/2020

Total Applications Received: 20

No. Passed: 4

No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 0

No. Screened Out: 16

**SCHOOL SAFETY OFFICER**

**DUAL CONTINUOUS**

**20-0151-5014**

List Valid: 06/10/2020-12/10/2020

Total Applications Received: 17

No. Passed: 3

No. Failed: 2

Total Invited to Exam: 6

No. Withdrew: 1

No. Screened Out: 11

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# PERSONNEL COMMISSION

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June 11, 2020

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revision of a Classification

## Background and Findings

The Transportation Director recently reviewed the class specification for the Fleet Maintenance Manager classification while initiating recruitment activities and worked with Commission Staff to revise the specification. The class specification was last revised in 2004.

Specifically, references to utilizing a fleet maintenance software system and computerized diagnostic tools were added. In addition, language regarding alternative fueled vehicles was added as the District's fleet is expanding into electric and compressed natural gas engines.

The Transportation Director has reviewed and approved the modifications.

Attached is a copy of the specification showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Fleet Maintenance Manager

Prepared by:

A blue ink signature of Susan Leaming.

Susan Leaming  
Personnel Analyst

Approved and Recommended:

A blue ink signature of Kenneth Kato.

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 0516  
Salary Range: 42 (M2)

### FLEET MAINTENANCE MANAGER

#### JOB SUMMARY

Under the direction of the Transportation Director, plan, coordinate and manage the fleet maintenance activities and related services of the Transportation Department; assure compliance with applicable laws, codes, rules, regulations and safety requirements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, coordinate and manage the fleet maintenance activities and related services of the Transportation Department; assure compliance with applicable laws, codes, rules, regulations and safety requirements. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Develop preventative maintenance schedules for District fleet vehicles and equipment; review work orders and modify schedules as appropriate; assure timely and efficient delivery of in-house and contracted vehicle maintenance services. **E**
- Monitor status of contracted vehicle and equipment repairs; meet and confer with vendors to discuss repairs and inspect contractor work; evaluate the performance, quality and productivity of both in-house and vendor repairs. **E**
- Oversee and participate in monitoring in-house vehicle and equipment repairs performed in the garage; implement new procedures and practices and monitor performance to assure procedures are followed; provide technical assistance to staff as necessary. **E**
- Oversee and manage assigned fleet management system; review and track repairs, work orders, maintenance schedules, staff productivity and workload trends; set goals and objectives to improve overall shop performance and efficiency. **E**
- Assure District vehicles, school buses and equipment comply with applicable laws, codes, rules and regulations and meet audit requirements; evaluate the safety and efficiency of garage operations and implement new policies as appropriate. **E**
- Operate On-Board Diagnostic (OBD) readers and scanners; Read and interpret schematics and diagrams; read automotive and diesel shop manuals. **E**
- Review fleet records to determine replacement cycles and establish vehicle retirement schedules. **E**

- Research and evaluate vehicles and equipment for replacement consideration; develop vehicle specifications and bids for replacement vehicles; assign new and used vehicles to various District departments. *E*
- Evaluate vehicles involved in accidents and recommend repair or replacement. *E*
- Oversee and participate in the preparation and maintenance of a variety of records and reports related to vehicle maintenance, inspections, fuel, compliance, hazardous materials, storm water runoff, safety, work orders and other assigned activities. *E*
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to assigned activities. *E*
- Receive and respond to vehicle accidents; drive to accident scenes and conduct internal accident investigations; gather information, take photos and assist District staff; obtain accident reports from the highway patrol and police agencies. *E*
- Provide technical expertise, information and assistance to the Transportation Director regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested. *E*
- Serve as a liaison with the highway patrol; confer with highway patrol representatives to schedule and coordinate fleet and terminal inspections. *E*
- Perform a variety of duties related to the maintenance of the Transportation yard and facilities; inspect facilities to assure safety and security of facilities; schedule necessary repairs. *E*
- Participate in the development and preparation of the annual preliminary budget for assigned Transportation functions; monitor and control expenditures in accordance with established limitations. *E*
- Operate a variety of office equipment including a fax machine, copier and a computer and assigned software; operate a two-way radio. *E*
- Drive District vehicles and buses to conduct work and perform road tests as necessary. *E*
- Attend a variety of meetings, workshops, trainings and conferences related to assigned activities to maintain current knowledge of technological advances in field of specialty. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Fleet Maintenance Manager oversees and manages the overall fleet maintenance activities and related services of the Transportation Department with an emphasis on fleet vehicle replacement, relationships with outside vendors and preventative maintenance services. An incumbent in this classification establishes and implements policies, programs, and standards related to fleet maintenance and replacement activities to assure optimum delivery of services to the District.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Planning and organization of a large fleet maintenance operation.  
Principles and practices of supervision and training.  
Applicable laws, codes, rules and regulations.  
Technical aspects of field of specialty.  
Preventative maintenance practices.  
Techniques, practices and procedures of gas~~oline~~, ~~and~~ diesel and alternative fueled vehicle maintenance and repair.  
Budgeting practices regarding monitoring and control.  
Local vendors and sources of supply.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Record-keeping and report preparation techniques.  
Operation of specialized equipment used in repairing and servicing vehicles including On-Board Diagnostic (OBD) readers and scanners.  
Diagnostic procedures for vehicles and equipment.  
Health and safety regulations.

**Ability to:**

Plan, coordinate and manage the activities and related services of a large fleet maintenance operation.  
Train, supervise and evaluate assigned staff.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Analyze situations accurately and adopt an effective course of action.  
Review repairs and maintenance for quality and completeness.  
Write specifications for contract services and purchasing of vehicles.  
Read and apply technical and mechanical diagrams, schematics and repair manuals.  
Work independently with little direction.  
Operate a variety of specialized equipment used in repairing and servicing vehicles including On-Board Diagnostic (OBD) readers and scanners.  
Monitor and control expenditures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Observe health and safety regulations.  
Observe legal and safe driving practices.  
Prepare and maintain a variety of comprehensive records and reports.  
Operate a computer and assigned software.

**Education and Training:**

Associate's degree including coursework in business administration, management, accounting or a related field or completion of a journey-level apprenticeship program in vehicle maintenance.

**Experience:**

Five years of journey-level experience in vehicle maintenance and repair involving gasoline, diesel and alternative fueled engines, including one year of experience in a supervisory capacity.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements within six months of employment. A valid California Class A driver's license is desirable.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, chemicals and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

**WORKING ENVIRONMENT**

- Vehicle repair shop and office environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Noise from equipment operation.
- Working around and with machinery having moving parts.

Emergency call out.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate specialized equipment.  
Seeing to inspect vehicles and repairs and read a variety of materials.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling or crouching.  
Sitting for extended periods of time.  
Reaching overhead, above the shoulders or horizontally.  
Climbing ladders to inspect vehicles.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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Revised: