



Posted: February 10, 2017
Application Deadline: February 16, 2017
Internal Recruitment

POSITION: FLEET AND FACILITIES MANAGER
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: LIFT LINE TRANSPORTATION SERVICES
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under the general supervision of the Lift Line program director, plans, organizes, schedules and coordinates maintenance and repair of all Lift Line vehicles and related equipment. The fleet and facilities manager provides on-going supervision of vehicle maintenance personnel, oversees all aspects of the maintenance facility and grounds, provides technical assistance for the program director as required, and performs other duties as required.

DUTIES & RESPONSIBILITIES:

1. In close cooperation with the Lift Line program director, plans, develops, and organizes the vehicle and facility related portions of the division activities so as to provide maximum services in a cost-effective manner while meeting funding guidelines and regulatory requirements.
2. Designs and implements program management systems in areas such as vehicle maintenance, repairs, and accident reporting.
3. Develops preventative maintenance and repair schedules and ensures that they are followed in an efficient, cost-effective manner.
4. Communicates with the drivers to determine maintenance and repair needs; receives and responds to written feedback in the results of shop repairs and service.
5. Maintains service and repair records.
6. Ensures that all vehicles comply with all relevant safety codes and that all required safety equipment is on board and in proper working condition; ensures that all hazardous products are disposed of in accordance with EPA regulations.
7. Receives and solicits information and maintains records regarding vehicle accidents; ensures that proper reports are filed in a timely manner.
8. In coordination with office staff, reports to the scene of vehicle accidents, helps determine what actions may need to be taken; may help with accidents reports, exchange of information, and takes photographs for insurance purposes.
9. Supervises and evaluates the job performance of vehicle mechanics.

10. Diagnoses mechanical problems and performs or arranges for advanced mechanical repairs and service as necessary; works as a mechanic as needed.
11. Develops bid specifications for purchase of vans, maintenance equipment, and communication systems.
12. Oversees all aspects of the maintenance facility building and grounds. Determines and arranges for maintenance and repairs as needed; makes sure all licenses and permits are properly posted.
13. Maintains and updates Safety Data Sheets, makes sure all required equipment is available and OSHA complaint.
14. Attends the Safety, Training and Accident Review committee meetings; assists to develop safety policies and procedures.
15. Researches methods to ensure the most cost-effective purchasing, such as coordinating equipment purchases and maintenance.
16. May perform or arrange for the repair of vehicles for other community organizations.
17. Operates a two-way radio according to FCC regulations.
18. Develops and maintains effective working relationships with other staff, representatives of community organizations, providers of vehicle maintenance and repair, and the public.
19. Provides technical and administrative assistance to the program director; attends various meetings as needed.
20. Prepares a variety of periodic and special reports and submits them in a timely manner.
21. Communicates effectively & respectfully with the people from different racial, ethnic & cultural groups and from different backgrounds & lifestyles; demonstrates a knowledge of and sensitivity to their needs.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge:

- of operations organization and implementation principles and practices.
- of management techniques, including planning, scheduling and directing vehicle maintenance, record keeping, fiscal reporting, and purchasing practices.
- of computers and various software used in managing the day-to-day operations, including troubleshooting and repair.
- of safety regulations pertaining to the maintenance of a fleet of vehicles.
- of principles and practices of staff supervision.
- of techniques for training drivers in work procedures and safety regulations.

- of advanced motor vehicle service and repair requirements, including tune-up, air Conditioning and brake systems.
- of EPA approved requirements for the proper disposal and handling of hazardous products.
- of California driving laws and regulations.

Skill:

- in planning, organizing, coordinating and implementing vehicle maintenance activities.
- in recommending and implementing improvements to procedures and operations.
- in providing technical and administrative support to the Director in a variety of areas.
- in preparing reports and making recommendations for action.
- in diagnosing mechanical problems in vehicles and in performing or arranging for advanced mechanical repairs as necessary.
- in scheduling and coordinating vehicle maintenance and repair.
- in supervising and evaluating the work of paid vehicle maintenance staff.
- in training others in vehicle maintenance work procedures.
- in preparing bid specifications.
- in preparing a variety of clear and concise written materials.
- in using a computer to keep the records associated with day-to-day operations.
- in maintaining accurate records and attending to details.
- in developing and maintaining attentive working relationships with other staff members and the public.
- in working independently and using sound judgment in emergency situations; and
- in dealing tactfully, cooperatively, and effectively with other agency staff members, community organizations, and the public, including people from different backgrounds and lifestyles.

OTHER REQUIREMENTS:

- Must possess a valid Class B California drivers' license and be willing to obtain the license required to administer the Class B road test.
- Must have a satisfactory driving record as demonstrated by a current DMV H-6 printout.
- In accordance with US Department of Transportation requirements, must pass a pre-employment drug screening test and comply with periodic testing for drug use and alcohol misuse.
- Must be cleared by the Department of Justice through fingerprinting.
- Must possess, or be able to obtain, a current Red Cross First Aid and CPR certificate.
- Must be qualified to be insured with the agency carrier.
- Must possess or be willing to get the licenses required to perform required mechanical duties.

- Must be willing to participate in the re-training necessary to keep up with innovations and changes in the automotive industry.
- Must be able to lift and carry up to 50 pounds for mechanic related duties.

RATE OF PAY:

- This is regular, non-exempt, 40 hr/wk position.
- The starting rate of pay is \$17.73/hr (plus a \$.40/hr bilingual differential after passing a test administered by the Human Resources Department).

BENEFITS:

- For employee: shared medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid Lunch.

TO APPLY:

- Please submit the following documents by email (hr@cbridges.org), fax (831-688-8302), or in person:
 - Community Bridges application.
 - H-6, 10-year driving history report from the DMV, printed in the last 30 days.
 - A copy of your driver's license.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment>.
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.