



OPERATIONS MANAGER (Fleet Maintenance, Facilities and Procurement)

Job Status: Exempt
Date Adopted: 05-13-2025
Date Modified: 05-13-2025

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, plans, organizes, oversees, coordinates, and manages staff and operations of the Fleet Maintenance, Facilities, and Warehouse/Procurement, including short and long-term planning, implementation, evaluation and modification of programs that encompass these areas with District-wide impacts; participates in the development of policies and strategies for division operations; manages the effective use of resources to improve organizational productivity and meeting regulatory compliance, provides support to the Chief Financial Officer/Director of Finance; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This management classification is responsible for a division that includes several line areas or functional work groups of significant depth and complexity, planning, organizing, and managing the staff, operations, and activities of the Fleet and Equipment, Facilities, and Warehouse/Procurement. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to fleet and equipment, facilities and warehouse/procurement services and programs. Incumbents serve as professional resources for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Chief Financial Officer/Director of Finance.

Exercises direct supervision over technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- I. Assumes management responsibility for assigned services, operations, and activities of the Fleet and Equipment, Facilities Maintenance, and Warehouse/Procurement Division, including acquiring, maintaining, repairing, and replacing District vehicles, buildings, facilities, and equipment.

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2. Oversees developing and implementing policies, procedures, and standards for all aspects of the District's automotive fleet management, including operation of vehicles and equipment efficiency, acquisition, assignment, disposal, maintenance, and safety.
3. Plans, organizes, and oversees the procurement of supplies and inventory for the warehouse; establishes and ensures compliance with District policies for purchasing and receiving merchandise, products, and supplies; promotes and maintains responsible business relations with vendors and contractors; keeps informed of new products, market conditions, and current prices and evaluates vendor performance.
4. Manages the operations of all district buildings and grounds, scheduling and supervising maintenance and repair activities, contracted services, and custodial services, and ensuring the district campus and facilities' physical operations meet budgetary and strategic objectives.
5. Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
6. Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
7. Participates in selecting, training, motivating, and evaluating assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
8. Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with District specifications and service quality.
9. Prepares vehicle and equipment specifications to meet the needs of various departments in compliance with state and federal regulations.
10. Effectively develops and procures the annual capital improvement requirements of the fleet, as well as equipment and facilities, including accessories required for full operation.
11. Ensure mandated preventative maintenance plans are followed to enable extension of the useful life of assets and strategic optimization of the salvage values of vehicles and equipment no longer needed.
12. Directs, plans, and coordinates the District's vehicle disposal program; provides oversight and direction for public vehicle sales in coordination with procurement staff; responsible for overseeing all aspects of the District's buildings upkeep, including routine maintenance, repairs, preventative measures, and capital improvements, coordinating vendor services, and ensuring facilities operate efficiently and safely within budget.

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13. Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various committees and boards.
14. Conducts various organizational and operational studies and investigations; recommends appropriate modifications to assigned programs, policies, and procedures.
15. Serves as a liaison for assigned functions with other District departments, divisions, and outside agencies.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in fleet and equipment procurement and maintenance; researches emerging products and enhancements and their applicability to District needs.
17. Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
18. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
19. Directs the establishment and maintenance of working and official division files.
20. Observes and complies with District and mandated safety rules, regulations, and protocols and ensures staff do the same.
21. Performs other duties as assigned.
22. Regular attendance at the work site.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

Principles and practices of budget development and administration.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Principles and practices of leadership.

Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.

Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

Principles and practices of contract administration and management.

Principles, practices, methods, and techniques involved in fleet maintenance and repair services for a large and varied fleet program including best practices related to preventative maintenance and shop operation standardization.

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Principles, methods, and practices associated with vehicle acquisition and management of a large vehicle and equipment operations.

Vehicle and equipment capabilities and current developments and models available in the industry.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

Methods and techniques of preparing technical and administrative reports, and general business correspondence.

District and mandated safety rules, regulations, and protocols.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Operational characteristics, and the safe and proper use of, machinery, tools, equipment, and materials necessary to perform assigned duties.

Ability to:

Plan, organize, oversee, and manage the staff and operations of the Fleet and Equipment Division.

Develop and implement goals, objectives, practices, policies, procedures, and work standards.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Provide administrative, management, and professional leadership for the division.

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Plan, manage, direct, and integrate a large, varied, and complex vehicle and equipment services program.

Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action.

Design, develop and implement a comprehensive preventative maintenance program.

Plan, organize and direct a fleet acquisition program including development of complex and specialized specifications.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Analyze, interpret, summarize, and present technical information and data in an effective manner.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Job Title	Operations Manager (Fleet Maintenance, Facilities and Procurement)
Experience	<ul style="list-style-type: none">• Seven (7) years of increasingly responsible experience in water distribution, maintenance and repair of a fleet and equipment, facilities, and/or procurement administration, including two (2) years of supervisory and administrative responsibility.
Education/Training	<ul style="list-style-type: none">• Equivalent to a Bachelor's degree in Business Administration, Public Administration, or a related technical field.
Required License/Certification	<ul style="list-style-type: none">• Possession of a valid D4.• Possession of a valid T I
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Master's degree in Business Administration, Public Administration, or a related technical field.• Automotive Service of Excellence Certification• A valid D5
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Combination of office, field and water treatment plant environment with some exposure to potentially hazardous chemicals; regular use of computer screens. Frequent interaction with District staff and general public.

Physical:

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

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Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, and or upset.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.