

Antelope Valley Schools Transportation Agency

VACANCY ANNOUNCEMENT

TITLE: Director of Fleet and Facilities

PRIMARY PURPOSE:

Under general direction from the Chief Executive Officer or its designee to plan, organize, control, and direct all activities related to fleet and facilities maintenance, and repair of the Agency assets such as buildings, facilities, grounds, vehicles and equipment. Responsible for the coordination and direct communications of personnel, projects, safety programs and resources to meet the Agency's needs and assure a safe, clean, secure working environment. Responsible for maintaining orderly buildings, grounds, facilities, and fleet. Maintains the responsibility to represent the Antelope Valley Schools Transportation Agency through the knowledge of applicable state statutes, education codes, policies, the collective bargaining agreement, and Board of Director's approved policy, procedures, mission, philosophy, and goals.

DESIRABLE QUALIFICATIONS:

1. Five years' experience in a qualified school bus garage as a general automotive mechanic.
2. Completion of 12th grade or equivalent and additional appropriate workshops, training programs, and seminars.
3. Knowledge of methods and techniques of repair and maintenance on a wide variety of automotive and mechanical equipment, welding, school bus construction, regulations and laws governing school buses.
4. Knowledge of processes and procedures for procurement of vehicles, related equipment, and inventory.
5. Knowledge of inventory maintenance programs.
6. Ability to organize, direct, and supervise work in the repair and maintenance of automotive equipment.
7. Ability to maintain records, prepare reports, and establish and maintain cooperative working relationships.
8. Ability to read, understand and interpret drawings, plans, blueprints and specifications for building and ground projects.
9. Ability to carry out written and oral instructions, read and interpret building plans and the ability to supervise building, remodeling, or repair of structures and equipment.
10. Knowledge of laws affecting construction of agency buildings and infrastructure including OSHA standards and building codes, ordinances, and other safety regulations.
11. Ability to work closely with state, local agencies and vendors on alternative fuels and maintain CNG and electric vehicle infrastructure stations for both in-house and public use.
12. Knowledge of principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
13. Experience which should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for Agency bus and infrastructure programs.
14. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.
15. Must possess a valid California Class B Operators License.

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SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged and irregular hours may be required. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes.

REPORTS TO: Chief Executive Officer

SUPERVISES: Fleet maintenance personnel

TERMS OF EMPLOYMENT: 12 month

WAGE/HOUR STATUS: Management S-6 (\$9,456.37 to \$11,494.27)

MAJOR DUTIES AND RESPONSIBILITIES:

1. Oversee all fleet and facility related services and operations within the Agency.
2. Hire, supervise and evaluate all fleet maintenance personnel.
3. Establish an effective, economical preventive maintenance program and maintenance schedules for all school buses and other vehicles.
4. Determine with mechanics that repair and rehabilitation work is assigned to the appropriate mechanics and that each vehicle is returned to operation in the quickest time practical, considering needs and economy of funds.
5. Determine that all maintenance, repair and rehabilitation of vehicle objectives will be achieved within established timelines.
6. Provide detailed specifications as a basis for the purchase of buses, vehicles, equipment or tools needed for vehicle operation and maintenance.
7. Inspect newly purchased buses or vehicles, equipment and tools to determine that they fully meet required specifications.
8. Investigate the need and determine the type of new equipment to properly maintain Agency owned buses and vehicles in accordance with state and federal regulations.
9. Determine the need for the purchase of fuel, oil, greases, tires and repair parts to meet the requirements for vehicle maintenance.
10. Determine the need for additional on-the-job training of mechanics and other fleet maintenance programs and software associated with various vehicles.
11. Prepare or oversee the preparation of all required reports, i.e., CHP mileage report, fuel island tests, Keenan safety reports, and safety equipment checks.
12. Oversee parts inventory and billing associated within department and for A.V.U.H.S.D. vehicle maintenance.
13. Work closely with state, local agencies and vendors on alternative fuels and maintain CNG stations for both in-house and public use.
14. Oversee Agency and A.V.U.H.S.D. California smog programs and maintenance of all records, including a yearly Opacity Smoke Test as required by the state for each qualified bus and vehicle.
15. Work with new and existing vendors on pricing and special projects.
16. Work with motor carriers on scheduling our thirteen-month inspections, maintaining and circulating the fleet as needed.
17. Perform other incidental tasks consistent with the goals and objectives of this position as assigned.
18. Assist with architect's and consultant's work including preparation of RFP's assisting in their selection, managing contracts, invoicing, review, approvals, processing request for additional services, etc.
19. Participating in the planning, development, coordination, and implementation of the Agency's Master Facility Plans.

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20. Assists in development, coordination, and implementation of the Agency's Master Facility Plans.
21. Plan, evaluate and initiate programs to meet the current and future facilities needs of the Agency.
22. Directly responsible for the leadership and administration of the grant development and administration efforts to support the ongoing success of the Agency.
23. Become familiar with and adhere to policies and procedures of the Agency and the State of California regarding grant management.
24. Identifies grants and procurement opportunities that align with the Agency's mission and goals.
25. Researches and identifies new government, corporate, foundation and private funding prospects to match Agency priorities.
26. Coordinates and follows-up on the progress of submitted proposals.
27. Develops and maintains a master file on pending grants and contracts.
28. Serves as a liaison to all funding agencies and organizations.
29. Proficiency in research, interpreting and analyzing diverse data.
30. Manage and evaluate the performance of assigned personnel.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION:

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

Anyone interested in being considered for this position **must submit an application and a current driving record, and must be received by Josie Delgado, Human Resources Administrator. **Position is OPEN UNTIL FILLED.****

“AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER”

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