

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Management

Class Codes

TRUCK OPERATIONS MANAGER	5713
ASSISTANT TRUCK OPERATIONS MANAGER	5716

DEFINITION

The Truck Operations Manager directs and coordinates the activities of the Truck Operations Section and Mail Unit of the Materiel Management Branch of the Procurement Services Group. The Assistant Truck Operations Manager assists the Manager in the performance of duties.

TYPICAL DUTIES

Plans, organizes, and directs the work of the Truck Operations Section to meet objectives with the most efficient use of personnel, facilities, and equipment, including the use of contract trucking services.

Plans and directs supplies loading dock activities.

Establishes and administers programs, policies, and procedures for the Section in conformance with rules, regulations, and policies of the Board of Education and the Personnel Commission; collective bargaining agreements; Los Angeles City and County ordinances; the California Motor Vehicle Code; and provisions of the California Code of Regulations regarding motor vehicles.

Directs the processing and distribution of interoffice mail and US mail throughout the District and other public agencies.

Establishes procedures for the collection and reporting of statistical information and the preparation of reports indicating cost and volume of operations.

Conducts studies and recommends reductions in or additions to personnel, facilities, and equipment, and changes in type and level of service.

Performs liaison work with contractors for dump facilities, collection of rubbish throughout the District, trash recycling, additional trucks during peak work load periods, and other services.

Compiles data in connection with the preparation of specifications for trucks, semitrailers, and special equipment.

Represents the Section or Unit in contacts with District administrators, employee representatives, and the public.

Evaluates staff performance and conducts progressive disciplinary procedures when needed.

Interprets and applies provisions of collective bargaining agreements.

May act in place of a higher-level manager in case of absence.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Truck Operations Manager plans and directs the Truck Operations Section and Mail Unit of the Procurement Services Group and provides technical advice to other branches that provide trucking services. The Assistant Truck Operations Manager assists the manager in the performance of duties.

A Truck Dispatcher routes and dispatches trucks, coordinates trips, estimates loads and trip times, arranges pickup and delivery details, and makes recommendations to promote efficient service.

## SUPERVISION

The Truck Operations Manager receives administrative direction from the Director of Material Management. The Assistant Truck Operations Manager receives administrative direction from the Truck Operations Manager. Supervision is exercised over lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Rules, regulations, and policies of the Los Angeles Unified School District, labor agreements, the California Motor Vehicle Code, provisions of the California Code of Regulations pertaining to motor vehicles, and Los Angeles City and County Ordinances affecting trucking operations
- Methods and techniques of materials distribution as related to trucking operations
- Trash recycling
- Trucks, truck-tractor and semitrailer design, use, and operation
- Personnel management and techniques and practices used in labor relations and training, employee discipline, and grievance handling
- Cost accounting and statistical techniques related to materials distribution and trucking operations
- Computerized management systems related to truck operations, warehouse distribution, or a related field

### Ability to:

- Organize, schedule, and administer a large diversified distribution service and trucking operation
- Meet and deal effectively with school officials, administrators and other District personnel, labor representatives, and the public
- Prepare accurate and concise reports
- Coordinate communication and documents between offices of the District and with the public
- Enter and retrieve information using computers
- Recognize, analyze, and deal effectively with problems and issues
- Prepare reports and write clearly, concisely, and convincingly
- Speak clearly, concisely, and effectively
- Work well under pressure of multiple priorities and short deadlines
- Manage through direct reporting personnel
- Supervise, train, and evaluate the work of direct and nondirect reporting personnel
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Maintain confidentiality

## ENTRANCE QUALIFICATIONS

Truck Operations Manager

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented with college-level courses in transportation management, and business or public administration.

Experience:

Six years of experience in a large-scale, diversified, heavy-duty motor vehicle transportation operation, involving materials distribution, including two years in an administrative or supervisory capacity. College training, including courses in transportation management, business or public administration, or a closely related field, may be substituted for the required general experience on a year-for-year basis.

Assistant Truck Operations Manager

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented with college-level courses in transportation management, and business or public administration.

Experience:

Four years of experience in a large scale, diversified, heavy-duty motor vehicle transportation operation, involving materials distribution or fleet maintenance, including one year in an administrative or supervisory capacity. College training, including courses in transportation management, business or public administration, or a closely related field, may be substituted for the required general experience on a year-for-year basis.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

Reviewed  
08-18-16  
JPK