

FLEET MANAGER

DEFINITION

Under general direction, plans, organizes, and manages the activities of assigned fleet maintenance Division; oversees the maintenance and repair of City vehicles and equipment; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Department Director.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Department Director or Assistant Director. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Fleet Manager is a division head responsible for directing the activities of a fleet maintenance Division. Reporting to the Director, the incumbent exercises considerable independent judgment in directing a system of planned vehicle, transit and equipment acquisition and maintenance. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Plans, organizes, manages, and reviews the work of subordinate personnel engaged in the purchase, repair, and maintenance of automobiles, trucks, tractors, transit and other mechanical equipment, according to industry time standards.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Meets with operating department personnel to determine their equipment, vehicle and transit requirements; writes the requirements into formal technical specifications preparatory to advertising the specifications for competitive bid.

Selects, trains, coaches and evaluates subordinate personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Utilizes a computerized equipment management information system to control parts inventory, work standards, and cost accounting; oversees the operation and function of the Fleet asset and work order database including accuracy of data, preventive maintenance schedules, inspections, and automated reports.

Directs, evaluates, and approves the purchase of inventory parts and materials, contractual services, new and replacement equipment, and other fleet/transit related requirements.

Oversees the division's fleet replacement program including vehicle acquisition and vehicle disposal.

Ensures the work environment is in compliance with government, safety and environmental standards; assures the shop area, equipment and materials are maintained in a safe, clean and orderly fashion, assures security of storage and repair facilities

Administers the division budget and reviews all division personnel transactions for completeness, accuracy, and conformance to established policy.

Plans and implements safety and training programs; prepares safety meetings; reviews accidents with the Safety Committee and implements corrective procedures.

Reviews maintenance complaints, employee grievances, disciplinary actions, vehicle accidents involving negligence; develops corrective recommendations.

Oversees and prepares annual reports to the EPA, California Air Resources Board, SJVAPCD, BAR, and other outside agencies; monitors legislation and regulations to insure City fleet remains in compliance with all rules and regulations.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal fleet maintenance and repair program.

The principles and practices of centralized fleet/transit management, including acquisition, maintenance, repair, disposition, and parts inventory control.

Methods, materials, tools and equipment used in the maintenance and repair of heavy equipment and vehicles.

Types and level of maintenance and repair activities performed in a fleet maintenance program.

The principles of applying and evaluating industry time standards relating to the repair and maintenance of a wide variety of automotive, heavy duty, transit, agricultural, and construction equipment.

Principles and practices of municipal budget preparation and administration.

Cost accounting procedures, and management information systems relating to a large fleet/transit maintenance operation.

Strategic planning principles.

Contract management principles and practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Occupational hazards and standard safety practices including pertinent sections of CAL-OSHA.

Pertinent federal, state, and local laws, codes and regulations.

Skills to:

Use computers and applicable software applications.

Ability to:

Oversee and participate in the management of a comprehensive fleet maintenance and repair program.

Plan, organize, and supervise the work of a varied staff of skilled, semi-skilled and unskilled tradesmen and office employees.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer program budgets.

Prepare clear and concise administrative and financial reports.
Research, analyze and evaluate new service delivery methods and techniques.

Ensure adherence to established safety rules, regulations and guidelines.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Develop and interpret specifications for the purchase of vehicles, transit and equipment.

Interpret and apply federal, state and local policies, laws and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Respond to requests and inquiries from the general public.

Establish and maintain cooperative working relationships with employees, other City departments, City officials, civic organizations, and the public.

Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Automotive Technology or a closely related field; and

Experience:

Four years of supervisory or administrative experience in the maintenance and repair of a fleet of heavy duty diesel truck, bus/transit, and/or automotive equipment. Additional qualifying experience may be substituted for the required education on a year for year basis, up to a maximum of two years.

Special Requirement:

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____