



MAY 2017  
FLSA STATUS: NON-EXEMPT

## FLEET MANAGER

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, reviews, and participates in the work of staff performing difficult and complex duties in the maintenance of the City's fleet of vehicles and equipment including public safety, public works and utilities vehicles; manages the effective use of the appropriate fleet maintenance resources to improve organizational productivity and customer service; assists with short- and long-term project planning; coordinates assigned activities with other City departments and outside agencies; provides complex and responsible support to the Director of Public Works and others in areas of expertise; and performs related work as required

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works. Exercises supervision over technical and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a management classification that oversees and participates in the maintenance and repair of the City's fleet of vehicles, including cars, and light and heavy equipment. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other City departments and public agencies. This class is distinguished from Director of Public Works in that the latter has overall responsibility for all City public works engineering, maintenance and operations functions, as well as implementing and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, oversees and participates the daily functions, operations, and activities of the City's fleet program including cars, and light and heavy equipment; manages the effective use of fleet maintenance resources to improve organizational productivity and customer service.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees the division's budget.
- Develops and standardizes procedures and methods to improve and 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 for improvement and recommends to the Director of Public Works.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as fleet management guidelines, standards and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for maintenance and repair projects as necessary.
- Performs the full range of vehicle and equipment repair and maintenance tasks; replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on City vehicles.
- Installs, troubleshoots, adjusts, replaces, repairs and/or rewires electrical components such as ignition, signals, lights and electrical controls, including computer-controlled components.
- Adjusts, repairs, replaces and/or rebuilds carburetors, fuel injection systems and other fuel system components, drum and disk braking systems, valves, master cylinders and pneumatic or other hydraulic controls.
- Diagnoses, repairs, or overhauls light and heavy equipment such as valves, mowers, aerial lifts, and construction equipment including dump trucks, back hoes, and trailers.
- Ensures that all vehicles and equipment are in safe and operational condition; makes road emergency vehicle and equipment repairs; performs on-site field repairs to stationary or disabled equipment.
- Installs and removes specialized equipment on police vehicles.
- Manages the safe and environmentally compliant storage, handling, and disposal of hazardous waste and chemicals.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Coordinates assigned services and activities with those of other divisions and outside agencies, including vendors such as body shops, upholstery shops, glass shops, repair shops and dealerships.
- Assists in developing and implementing the annual vehicle replacement list and budget; coordinates with City departments to determine needs, conducts extensive research, receives and evaluates proposals and bids, sells retired vehicles, and compiles a staff report for review by management; facilitates the disposal of surplus City vehicles and equipment removed from service.
- Provides highly complex staff assistance to the Director of Public Works; develops and reviews staff reports related to assigned activities and services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fleet management; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **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.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles and practices of equipment maintenance and repair program development and administration.
- Operational characteristics of vehicle diagnostic equipment and components.
- Principles, practices, tools and materials used in the maintenance, diagnosis, and repair of automobiles, light- and heavy-duty trucks and equipment, and specialized equipment, including hydraulic and computer-controlled systems.
- Contract management practices in a public agency setting.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to vehicle and equipment operations and maintenance.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software programs related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Perform skilled vehicle and equipment diagnostic, maintenance and repair tasks.
- Develop cost estimates for supplies, equipment, and vehicles.

- Develop preventive maintenance schedules for the City's fleet.
- Develop specifications for new vehicles and equipment.
- Ensure the City's fleet management, maintenance and repair practices are compliance with regulatory agency requirements.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and software programs relevant to work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized technical training in a vehicle and equipment maintenance and five (5) years of increasingly responsible experience in fleet management, including two (2) years of supervisory and/or administrative experience. A two-year college degree is preferred.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around the City public works maintenance shop; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various operational and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a

computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees partly work in an office environment and partly work in and around public works facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, moving vehicles, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.