



**FLEET MANAGER**

<b>Department:</b>	Public Works - Fleet	<b>Pay Grade:</b>	NR-37
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Public Works/Utilities Director

**POSITION PURPOSE:** Under administrative direction, develops, manages and implements the maintenance and repair operations and services related to a variety of diesel, gas and propane gas powered City vehicles and equipment; purchases new equipment and vehicles and disposes of expired equipment and vehicles; maintains and meets all Federal and State requirements to operate an on-site fuel storage depot and fueling island; analyzes and tracks equipment and vehicle cost history; meets state requirements for vehicle emissions testing; controls and manages the assigned budget; trains, supervises and evaluates staff.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates and reviews the work of assigned staff.
- Assigns work activities and coordinates schedules, projects and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff, coordinating and/or providing staff training.
- Manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary, providing advice and counsel to staff.
- Develops or assists with developmental work plans for staff; makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget.
- Monitors expenditures and identifies needs while reviewing and approving reports, purchases and payments according to established policies and practices.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Continuously plans, organizes, controls and directs the acquisition, disposal, maintenance and inventory of the City's vehicle fleet including: a variety of vehicles, emergency vehicles and construction and road equipment.
- Prioritizes emergency repairs so that equipment and crews can be dispatched if needed; manages the financing of the City's fleet operations including preparing and implementing rental rates.
- Manages and oversees the City's inventory of vehicles and equipment for safety, operational status and maintenance overall condition and appearance.
- Ensures safety practices, procedures and equipment are adhered to and investigates accidents as needed.

## JOB DESCRIPTION

### Fleet Manager

- Oversees the operations, safety and maintenance of shop related equipment including: tire machine, wheel balances, welding equipment, hydraulic jacks and hoists, drill press, air compressor, electronic testers, gas analyzers, air condition equipment, charging systems analyzers, ethylene glycol recycles and other tools.
- Provides technical advice and repair assistance to shop technicians; provides technical assistance to all City users on operating City equipment and vehicles.
- Clarifies and transfers daily work repair reports of shop technicians into the City vehicle maintenance system/program.
- Conducts monthly inventory of all parts and fuel used by City departments.
- Designs and oversees the requests for all new equipment and vehicles for each City department.
- Communicates with managers on department's needs and effectively tracks funding source that allows for the purchase of new equipment when needed.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork; performs work within scope of authority and training and in compliance with policies and quality standards.
- Monitors assigned operations and assure compliance with federal, state, and local regulations and policies; interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions and committees and prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate and assigned.

#### Required Knowledge of:

- Operations, services, and activities of a City Public Works Department.
- Fleet maintenance techniques and practices.
- Safety rules and regulations.
- Basic fire apparatus.
- State rules and regulations regarding emission testing.
- Methods, equipment, tools, and materials used in the repair and maintenance of vehicles and equipment, including computer testing equipment.
- Preventative maintenance and work order scheduling techniques including air and ABS brake systems.
- Manufacturer, equipment and vehicle manuals, repair manuals and parts purchasing catalogs.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state and local laws, rules and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations.
- Record keeping, report preparation and presentation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods and techniques.

#### Required Skill in:

## JOB DESCRIPTION

### Fleet Manager

- Operating, maintaining and repairing of a variety of gasoline and diesel-powered engines and equipment.
- Managing fleet operations.
- Reviewing, reading, analyzing and interpreting vehicle and equipment repair and maintenance manuals and parts catalogs.
- Troubleshooting and repairing automotive/mechanical systems.
- Using various automotive computer, electrical, and engine testing equipment and hand tools appropriate to the job.
- Interpreting and applying applicable Federal, State and local policies, laws and regulations.
- Establishing, tracking and maintaining accurate files and records.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Compiling and preparing a variety of records, files, and reports.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing including public relations.
- Supervising, leading, coaching and using best management practices to improve staff performance, delegating tasks and workload assignments.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

Associates Degree or Vocational Training in Automotive Technology, Mechanic and Equipment Maintenance, Fleet Management, Public Works or related field and six years of experience managing or supervising automotive and equipment repair including the knowledge of the tools and equipment needed to perform assigned duties, that includes three years of staff supervisory and budgetary responsibility; preferably in a municipal or public sector environment; OR an equivalent combination of education, training and experience.

#### Required Licenses or Certifications:

Valid State of Washington Driver's License, Class A commercial driver's license (CDL) with tanker and air brake endorsement.

Must be able to successfully complete and pass a background check.

#### Other Requirements:

Ability to pass a mandatory drug test upon conditional job offer.

### WORKING CONDITIONS:

#### Environment:

- Shop conditions.
- Moderate exposure to fumes, dust, odors, oil/grease, and gases.
- Moderate noise.
- Driving a vehicle to conduct work.

**JOB DESCRIPTION**

Fleet Manager

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating tools and equipment necessary to perform the work.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Performing repairs.
- Bending at the waist, pushing, pulling, kneeling or crouching, reaching overhead, above the shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting heavy objects up to 50 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

**Hazards:**

- Contact with angry and/or dissatisfied customers.
- Fumes from vehicle and equipment operations.
- Exposure to chemicals.
- Working around and with machinery having moving parts.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_