

# Fleet Manager

DEPT:	Public Works	FLSA:	Non-Exempt
DIV:	Fleet	EEOC:	Admin Support
DATE:	July 2016		



## POSITION SUMMARY

Performs a variety of **administrative and first-line supervisory duties** related to managing daily operations of the city shop and assuring quality fleet maintenance.

## SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

## SUPERVISION EXERCISED

Provides close to general supervision to Master Mechanic(s), Journey Mechanic(s), Apprentice Mechanic(s) and Mechanic Helper.

## ESSENTIAL FUNCTIONS

Plans, organizes and coordinates city-wide fleet maintenance daily operations, program and schedules; assigns projects; reviews performance to assure quality work; initiates rewards, corrective action and discipline according to established city-wide policy and practice.

Analyzes department productivity and determines all outsourcing needs for various functions to achieve cost effectiveness; develops, administers and manages the budget; ensures compliance with established fiscal guidelines; reviews past year expenses and income; adjusts purchasing schedule related to parts, tools, office supplies, etc.

Establishes department standards and procedures; develops and maintains a departmental "long range" plan for organizational change, technical and non-technical training, safety, quality control and improvement of customer satisfaction; serves as fleet consultant for other departments related to acquisition and disposition of equipment; manages the bid process and executes procurement of equipment; implements and maintains mechanic training and certification program.

Enforces city vehicle safety practices and procedures, ensures employees received appropriate safety training.

Maintains parts inventory; orders supplies, including fuel, oil, etc.; assures proper record keeping related to hazardous materials; monitors shop expenditures to assure compliance with established budget; assists departments in the writing of product specifications in developing major project RFP's and bids; coordinates the sale of surplus equipment; ensures all vehicles are properly licensed and registered.

Negotiates, orders and distributes gas cards; works with department heads and administrative staff on pin numbers to track mileage and card usage; maintains computerized copies of mileage in fleet management software to facilitate timely preventative maintenance.

Performs automotive and mechanical trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment (diagnostic computers, scanners, scopes, battery checker, pneumatic equipment, brake lathe, etc.) as needed to assure safe and efficient operation of city motorvehicles.

Performs general vehicle inspection and certification checks and maintains service schedules consistent with manufacturer or city specifications; inspects malfunctioning vehicles and equipment, determines source of problem and makes necessary repairs and adjustments to light and heavy trucks, automobiles, and various light and heavy equipment such as tractor, graders, loaders, backhoes, police cars, dump trucks, fire trucks, street sweeper, sanders, pumps, rollers, and lawn mowing equipment, etc.

Performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), carburetors, fuel injectors, transmissions, differentials, air and hydraulic systems (turbo, super charger systems), electrical, computerized control systems, fuel systems, cooling systems, suspensions, brakes, tires, exhaust, etc.; may perform emergency field repairs and service.

Repairs and/or replaces gas and diesel engines, transmissions (manual and automatic), differentials, carburetors, fuel injectors, brakes clutches, air, fuel and hydraulic pumps, air and hydraulic systems, etc.

Servises and replaces equipment parts such as radiators, generators, alternators, starters, steering, suspension, distributors, brakes and clutches as required.

Programs, installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle UHF/CB radios and communication equipment; maintains city repeater, works with vendors; maintains city

telematics system.

Performs general vehicle inspection and certification, checks and maintains service schedules consistent with manufacturer or city specifications; orders replacement parts, fuels and lubricates equipment as needed; changes and repairs tires; completes vehicle repair orders and maintenance records as required.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school; plus one (1) year of specialized training provided through professional workshops, trade school, or technical college in automotive and/or heavy equipment mechanics;
  - AND
  - B. Eight (8) years of skilled mechanic experience in maintenance and repair of gasoline and diesel engines;
  - OR
  - C. An equivalent combination of education and experience.
2. Knowledge, Skills and Abilities:
 

**Considerable knowledge of** the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; materials and tools used in equipment maintenance; safety practices required by state and other laws; EPA regulations; hazards common to heavy equipment operation; installation and repair of automotive air conditioning systems, servicing and repair of air brakes and air systems, auto electrical systems and equipment; gas and arc welding. **Working knowledge of** principles and techniques of supervision; computer operations and applications including word processing, spreadsheet and database programs.

**Skill** in the use of mechanical tools, materials, welding, and testing equipment.

**Ability to** direct the work of others; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a crew engaged in a variety of operations and maintenance projects; read and interpret engineering plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with supervisors, co-workers, subordinates, and the public.
3. Special Qualifications:
 

Must be a competent user of a Hunter Alignment Rack.

Must be licensed or certified to perform state safety inspections. Must possess commercial driver's license (CDL). May be required to be certified to supervise EPA Hazardous Materials Training Program. May be required to be a certified mechanic in all areas of light and heavy equipment.
4. Work Environment:
 

Incumbent of the position normally works in a safe, climate controlled environment. Occasionally, tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity necessary to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and some creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)