

FLEET SERVICES MANAGER**DEFINITION**

Occupants of this classification are in the classified service. Under administrative direction, this management position plans, directs, coordinates and supervises the activities of the Equipment Maintenance and Fleet Services Division of the Transportation Department developing, implementing, and monitoring programs regarding preventative maintenance, repair, and servicing of the City's fleet of vehicles and equipment. Assists with overseeing the City's Equipment Replacement program for replacing and acquiring vehicles.

SUPERVISION RECEIVED AND EXERCISED

The position reports to the Transportation Director. Responsibilities include supervision of professional, supervisory, technical and administrative staff assigned to the Equipment Maintenance and Fleet Services Division.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops, administers, establishes, and supervises the implementation of a comprehensive preventative maintenance program, as well as the repair and servicing of the City's fleet of vehicles and equipment.
2. Manages and directs staff in the Equipment Maintenance and Fleet Services Division; prepares and administers the division budget and controls expenditures of allocated funds; evaluates work methods and operations, division policies, procedures, and services to determine effectiveness; makes necessary changes to meet division work program objectives.
3. Plans, assigns, and manages the operations of the repair and servicing of the City's fleet including diesel, gasoline, compressed natural gas (CNG), propane, hybrid and other alternative fuel system vehicles and other municipal mechanical equipment. Authorizes purchase of necessary parts, equipment, and supplies for the division to perform duties.
4. Oversees the Vehicle Maintenance Management System to ensure that operating and repair cost data for City equipment is properly captured. Uses the automated fleet management system to input data, generate reports, and check on status of vehicles. Monitors status of repair work on vehicles and equipment to ensure quality control and efficient turnaround time.
5. Develops, implements and evaluates division plans, policies and procedures to achieve annual goals and objectives. Establishes, monitors and reports on work standards, productivity levels, budget and performance measures

6. Ensures that the City's fleet of vehicles complies with applicable local, state, and federal guidelines and regulations and other regulatory programs.
7. Oversees the safe working condition of the facility, tools, shop equipment and preventative maintenance program. Administers employee safety and training programs.
8. Makes recommendations for vehicle replacement; ensures that newly procured vehicles are delivered and inspected according to the City specifications and standards; resolve any discrepancies in delivery problem; prepares technical specification and bid packages for the City's fleet; review bids and recommends vendor selection for vehicles, equipment, supplies, parts and services; participates in the preparation of service contracts; administers and monitors contracts and vendors' performance.
9. Administers the City's Equipment Replacement program and helps evaluate and makes recommendations on replacement of vehicles and equipment.
10. Prepares specifications for the purchase or replacement of vehicles and equipment
11. Stays abreast of regulatory changes affecting fleet operations; make appropriate recommendations.
12. Prepares and presents written and oral reports. Attend city council and other public meetings as assigned.
13. Coordinates work with other city departments and divisions.
14. Perform other related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Methods and procedures involved in the repair, maintenance, and overhaul of light and heavy diesel, gasoline, and alternative fueled equipment and vehicles.
- Safe and proper operation of a variety of light and heavy equipment.
- Federal, state, and local transportation regulations.
- Preventive maintenance scheduling.
- Safe work practices and procedures.
- Procedures for handling hazardous waste and unsanitary conditions.
- Supervision and training techniques.
- Project management methods and practices.
- Budget preparation and administration principles and practices.
- Applicable Federal, State, local regulations and safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards; and procedures for handling and disposing of hazardous waste.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.

Skill and Ability to:

- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors.
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Develop and monitor the division budget and establish budgetary controls.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Establish and maintain effective working relationships with the City Council, public officials, other employees, staff, community organizations, and others encountered in the course of work
- Prepare cost estimates.
- Prepare equipment specifications.
- Prepare and maintain accurate records and reports.
- Communicate effectively both verbally and in writing.
- Develop clear, concise, and comprehensive studies, reports, and agenda items.
- Ensure safety and professional work standards are met.
- Communicate and deal tactfully and effectively with the public and fellow employees.
- Read, write, and communicate in English at an appropriate level.
- Read and interpret mechanical diagrams and repair and part manuals.
- Use a computer

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. May be required to obtain a higher Class driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's degree and four years of recent experience managing the operation of a comprehensive fleet services or vehicle maintenance program including the maintenance, repair and purchase of vehicles and heavy and light duty equipment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Is subject to office and outside environmental conditions.