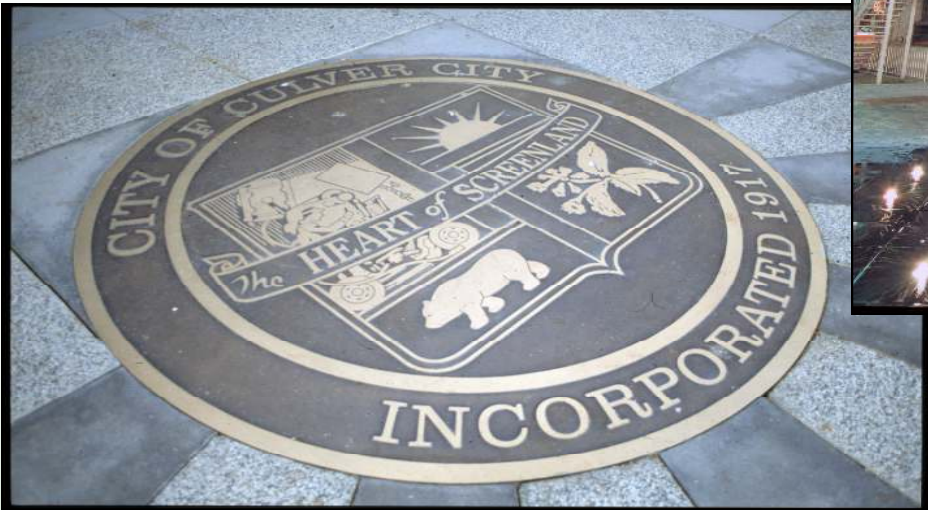


Culver CITY

Invites Your Interest
In The Position Of



FLEET SERVICES MANAGER



THE CITY

Known as “The Heart of Screenland”, Culver City is strategically located on the Westside of Los Angeles County at the intersection of the 405 (San Diego) and 10 (Santa Monica) freeways. This ideal location provides great access to the entire Los Angeles basin and is within an approximate 20-minute drive to Santa Monica and Marina del Rey to the west, and Hollywood, Beverly Hills and Westwood to the north, and seven miles from downtown Los Angeles to the east.

Quality of life is the cornerstone to this exciting and vibrant city. The City prides itself in having stable, delightful neighborhoods with numerous parks, excellent schools and a diversified economic base. Deeply rooted in the entertainment industry, the City is home to major movie studios and postproduction houses. The City’s safe and friendly ambiance provides great “walkability” through virtually all parts of the City.

The strategic location, the quality of life and the warmth and charm of Culver City makes it an excellent community in which to live and work.

CITY GOVERNMENT

Culver City is a Charter City; incorporated in 1917 with a Council/City Manager form of government. The five (5) Council members are elected at-large, with the Mayor and vice-Mayor selected by their peers to serve one-year terms. Culver City also actively engages citizens through Council appointed commissions, committees and boards. Culver City has a staff of over 700 employees and an operating budget of over \$200 million. In addition to providing a full range

of municipal services including public safety, Culver City also operates a municipal transit system, refuse collection and disposal services, and a sewer system.

Extensive information regarding Culver City can be found on the City’s website at
www.culvercity.org

THE DEPARTMENT

The Equipment Maintenance and Fleet Services Division in the Transportation Department is a full-service fleet organization providing equipment maintenance, repair, welding and asset replacement services for the City, and operates as an internal service fund. The primary objective of the Division is to provide fleet maintenance services that will maximize equipment availability and reliability with the lowest possible costs to all users. The Division administers the City’s Equipment Replacement Fund, drafts new equipment specifications, manages the equipment acquisition and utilization process, and monitors and analyzes accidents and incidents involving City vehicles.

The Division is responsible for the maintenance and support of the City’s Transportation Facility, which includes monitoring and ensuring compliance with all environmental legislation and requirements for local, state and federal agencies. The City’s Underground Storage Tank (UST) program for the City’s fueling sites is managed and administered by the Division.





THE POSITION

The Fleet Services Manager reports directly to the Transportation Director and is responsible for planning, directing, coordinating and supervising the activities of the Equipment Maintenance and Fleet Services Division in the Transportation Department.

The Fleet Services Manager will manage the Equipment Maintenance and Fleet Services Division including assisting with overseeing the City's Equipment Replacement program for replacing and acquiring vehicles. He/she will administer, establish, and supervise the implementation of a comprehensive preventative maintenance program, as well as the repair and servicing of the City's fleet of vehicles and equipment.

This position will prepare and administer the division budget and control expenditures of allocated funds; evaluating work methods and operations, division policies, procedures, and services to determine effectiveness, while making necessary changes to meet division work program objectives.

This position will oversee the Vehicle Maintenance Management System to ensure that operating and repair cost data for City equipment is properly captured. Position will also ensure that the City's fleet of vehicles comply with applicable local, state, and federal guidelines and regulation and other regulatory programs.

THE IDEAL CANDIDATE

The City of Culver City is seeking a Fleet Services Manager with strong management skills to ensure projects and services are delivered efficiently and effectively. The individual selected needs to demonstrate effective problem solving skills and excellent communication skills. He/she will ensure the success of the division by staying abreast of compliance requirements for Federal, state, and local transportation

regulations. The successful candidate will possess excellent interpersonal skills and a desire to build and maintain strong working relationships with City staff, Elected Officials, and external customers. Knowledge of Equipment and Operational Safety Standards governing Public Sector Agencies is highly desired. Experience with budgeting, productivity analysis, and strategic planning principles and techniques is required.

The selected candidate will be an experienced professional with strong collaborative leadership skills and demonstrated expertise in all areas of managing a comprehensive fleet services program. This person will need to have a balance of technical and interpersonal skills in order to be successful in the position.

EDUCATION & EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. Typical way: A Bachelor's degree and four (4) years of recent experience managing the operation of a comprehensive fleet services or vehicle maintenance program including the maintenance, repair, and purchase of a wide variety of vehicles and heavy and light duty equipment.





COMPENSATION & BENEFITS

Culver City offers an exceptional salary and benefits package. The annual salary for this position is up to \$137,269 (2.5% COLA effective July 2019). The employee benefits package includes:

Retirement: CalPERS 2% @ 60 for “Classic” members and 2% @ 62 for “New” members.

Social Security and Medicare: City participates in these programs and matches 6.2% for Social Security and 1.45% of earnings for Medicare.

Health Benefits: Health benefits include a choice of health, dental, vision, and life insurance plans for employees and eligible dependents. Some employee contribution may be required.

Life Insurance: \$50,000 term life policy with an AD&D feature.

Holidays: 8 City Holidays, plus 48 hours floating holiday time.

Vacation: Accrual of 80 hours annually during the first four years of service.

Sick Leave: 8 hours accrual per month.

Administrative Leave: 76 hours per fiscal year.

Deferred Compensation: City will contribute up to a maximum of \$160.00 per pay period for employee contributions over \$76.25. Employee contributions less than \$76.25 will be matched dollar per dollar.

Education Incentive: City provides up to \$4,800 annually.

Employee Assistance Program: Provided by the City.

Wellness Program: \$500.00 allowance per fiscal year for medical exam, health club membership, formal wellness programs or other medical/dental expenses not covered by insurance.

Work Schedule: 9/80 work schedule.

APPLICATION & SELECTION

The filing date for this recruitment is _____. To be considered for this career opportunity, please submit a cover letter, resume and a completed City application to:

**City of Culver City
Administrative Services Department
Human Resources Division
9770 Culver Blvd
Culver City, CA 90232**

Applications are available in the Human Resources Division or may be downloaded from the City’s website at www.culvercity.org. Resumes will not be accepted in lieu of a completed City application.

Applications will be screened and those deemed most qualified will be invited to an oral appraisal interview, weighted at 100%. The oral appraisal interview is tentatively scheduled for the week of _____. Please direct inquiries to _____ at 310-253-5640.

