

FLEET MAINTENANCE MANAGER

DEFINITION

To plan, organize, direct, and coordinate all City equipment operations including vehicle and equipment acquisition, utilization, maintenance, repair, and disposal.

DISTINGUISHING CHARACTERISTICS

This is a Division Head management classification that oversees, directs, and participates in all activities of the Fleet Management Division. The Fleet Maintenance Manager is responsible for the daily operation and maintenance of the City's fleet. The position is also responsible for assisting the Director in the overall planning, administration, management of the Fleet Management Division's functions, as well as select projects in both the Fleet and Maintenance Services Capital Improvement Program.

SUPERVISION RECEIVED

General direction is provided by the Director of Maintenance Services.

SUPERVISION EXERCISED

Provides direct and indirect supervision of support and technical staff in the Fleet Management Division.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Develops and implements goals, objectives, policies and priorities of the Fleet Management Division.

In conjunction with user departments, determines types of equipment to be purchased.

Prepares equipment and contractor specifications and advises on acceptance of bids.

Prepares and administers division operating and capital budgets.

Maintains and analyzes cost data to determine lease rates for vehicles and equipment assigned to using departments.

Administers contracts for automotive services and parts and materials agreements.

ESSENTIAL DUTIES (continued):

Ensures that emergency staff is available 24 hours a day, 7 days a week, to take necessary actions in case of unexpected emergencies.

Assists the Director and administrative staff in all budget development and planning.

Develops and maintains specifications for fleet maintenance equipment including the development and recommendations of major purchases.

Completes performance evaluations for all directly assigned staff, and ensures that same is prepared for all position's indirect supervision.

Participates in interviews and the selection of new employees.

Oversees equipment, and shop accounting and record keeping systems; prepares monthly and annual cost and operation reports.

Coordinates maintenance activities schedules with other City departments and with outside agencies.

Participates in the training of employees in work procedures, standards, and safety practices.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Vehicle and equipment operations, policies, and procedures.

Operational hazards and standard safety precautions necessary in the workplace.

Principals of organizational theory, budget and personnel management.

Ability to:

Select, direct, supervise and evaluate subordinate personnel.

Analyze administrative and technical problems and make sound policy and procedural recommendations for their solution.

Establish and maintain effective relationships with representatives from other agencies, outside contractors, the public and other City departments.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Devise and maintain necessary record systems.

Access computerized information systems for financial, and vehicle and equipment matters.

Promote safe work practices and take appropriate action towards occupational hazards and unsafe conditions.

Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities that would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of increasingly responsible experience in equipment management including two (2) years of supervisory experience.

Education: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college level coursework in Business or Public Administration, or other fields relevant to effective management.

Licenses and Certificates: Possess and maintain of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

H635CS96

July 1996

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AAP Group: 2

FPPC Status: Designated

FLSA Status: Exempt