

FLEET MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Vehicle Maintenance Division within the Central Services Department; to coordinate fleet maintenance activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Central Services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Central Services.

Exercises direct supervision over assigned management, supervisory, professional, technical, and administrative support and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct fleet maintenance activities including purchase, utilization, maintenance, repair and replacement of the vehicle/equipment fleet, and scheduling of vehicle maintenance services.

Direct, oversee and participate in the development of the Vehicle Maintenance Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Vehicle Maintenance Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Evaluate vehicle and equipment needs of various City department users and assess related automotive market data; research and assess buy-versus-lease alternatives; develop bid specifications and recommend selection of vehicles and equipment to best meet the City's needs.

Conduct ongoing utilization studies to evaluate the condition of the City's vehicle/equipment fleet; make recommendations related to the size and composition of the fleet and establish replacement criteria, schedules, and methods.

Develop, direct, maintain, and control purchasing, dispensing and inventory management activities related to parts and fuel inventory.

Develop and implement systems, policies and procedures for charge backs to City departments to recover break-even costs of operation, maintenance, and replacement of City vehicles/equipment.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of fleet management, vehicle maintenance, inventory control, including fuel inventory and dispensing operations, and charge back methods for cost recovery.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

#### Ability to:

Plan, organize, and direct operations of the Vehicle Maintenance Division, including purchase, utilization, maintenance, repair and replacement of the vehicle/equipment fleet.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation;

write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

#### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

##### Experience:

Five years of increasingly responsible experience in vehicle/equipment fleet management, including two years of supervisory responsibility.

##### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field.

#### License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

05-12-07

02-02-06 Fleet Manager