

TITLE: Fleet Manager

DEPARTMENT: Trades and Support

REPORTING RELATIONSHIP:

Reports to: Director of Trades & Support

Supervises the following positions: Auto Shop Supervisor, Automotive Serviceworkers, Automotive Technicians, Automotive Parts Specialist, and Maintenance Training Technician

DEFINITION: The Fleet Manager is responsible for acquisition, maintenance, repair and disposal of the District's vehicle and equipment fleet, and for its fuel management program. The incumbent is responsible for management of division operations in conformance with stringent environmental law and regulations regarding the storage and disposal of hazardous materials and associated permitting requirements. The incumbent provides leadership, systems and procedures, and comprehensive long-term replacement programs. Assignments are broad in scope and allow for a high degree of administrative discretion.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the automotive shop. With subordinate supervisors, participates in establishing operational plans and initiatives to meet department goals and objectives. Implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results. Coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness. Participates in developing and monitoring performance against the annual division budget.
2. Plans and evaluates the performance of assigned staff. Establishes performance requirements and personal development targets. Monitors performance and provides coaching for performance improvement and development. Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's human resources policies and procedures and labor contract provisions.
3. Provides leadership and works with staff to develop and maintain a high-performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals and core values.

ESSENTIAL FUNCTIONS (Cont.):

4. Plans, directs, coordinates and reviews the work plan for fleet services staff engaged in the servicing, installation, maintenance, repair and modification of automotive, construction and mechanical equipment. Assigns work activities, projects and programs. Reviews and evaluates work products, methods and procedures. Meets with staff to identify and resolve problems. Oversees development of repair estimates and discusses feasibility and practicality of such repairs with staff and departments prior to repairs, as appropriate. Ensures timely repair of vehicles and equipment in accordance with industry-wide standards. Establishes and maintains appropriate cost and time standards for completion of repairs.
5. Plans, develops and implements preventive maintenance programs that meet all federal, state and local safety and environmental laws and regulations, while maximizing daily reliability and availability of the District's fleet.
6. On an annual basis, prepares, updates and submits a vehicle replacement plan that permits timely and cost-effective replacement of vehicles in order to maximize a vehicle's reliability while minimizing repair costs, as well as incorporating the latest technology and user needs. Coordinates the development of vehicle and equipment specifications with user requirements, agencies and purchasing in order to implement vehicle and equipment replacement plans.
7. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Recommends, within departmental policy, appropriate service and staffing levels.
8. Directs, plans and coordinates the District's vehicle disposal program, provides oversight and direction to public vehicle sales in coordination with Procurement staff.
9. Ensures the District's safety program and goals are implemented and carried out in Fleet Services; directs supervisors to develop responsible programs for employee safety in potentially hazardous work environments.
10. Prepares and presents staff reports and other necessary correspondence.
11. Provides responsible staff assistance to the Director of Trades & Support.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fleet maintenance.

MINIMUM QUALIFICATIONS:

License or Certificates:

Must possess a valid California Operators license issued the State Department of Motor Vehicles. Department of Motor Vehicles, driving record may influence employment or classification.

AND

Accreditation as a Certified Fleet Manager by the National Association of Fleet Administrators is desirable.

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in public or business administration or a closely related field; and at least three years of progressively responsible fleet acquisition, maintenance and repair experience, including being in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge of:

- Principles, practices, methods and techniques involved in fleet maintenance and repair services for a large and varied municipal vehicle program.
- Principles, methods and practices associated with vehicle acquisition and management of a large vehicle and equipment operations.
- Federal, state and local laws regarding operation, monitoring and reporting of fuel tank activities, handling and disposal of hazardous waste, vehicle emissions certifications, clean air requirements and all vehicle-related activities.
- Principles and practices of public administration, including budgeting, contracting, budgeting and maintenance of public records.
- Vehicle and equipment capabilities and current developments and models available in the industry.
- Safety laws and regulations, safety work practices and safety equipment required in a vehicle service organization.
- Modern computer applications for fleet and fuel management operations.
- Principles and practices of effective management and supervision.
- District human resources policies and procedures and labor contract provisions.

MINIMUM QUALIFICATIONS (Cont.):

- Abilities:**
- Plan, manage, direct and integrate a large, varied and complex vehicle and equipment services program.
 - Plan, organize and direct a fleet acquisition program including development of complex and specialized specifications.
 - Understand complex financial reports and direct effective action.
 - Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
 - Understand, interpret, explain and apply environmental and other laws and regulations.
 - Develop and implement goals, objectives, policies, procedures, work standards and management controls.
 - Design, develop and implement a comprehensive preventative maintenance program.
 - Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
 - Exercise sound, expert independent judgment within general policy guidelines.
 - Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
 - Establish and maintain effective working relationships with District management, employees, vendors, contractors and others encountered in the course of work.

PHYSICAL REQUIREMENTS:

Driving: Light to moderate

See Human Resources for physical assessment form.