

MAJOR FUNCTION

This is responsible managerial work directing the operation, maintenance, acquisition, disposal and fuel management of the City's Fleet. Develops, implements and evaluates operational policies and procedures to ensure compliance with all Federal, State, and County regulatory requirements and regulations. Work involves responsibility for the efficient and economical management, operation and maintenance of the Fleet Management Department. Work is performed under the administrative direction of an Assistant City Manager and considerable independent judgment, discretion and initiative is exercised in carrying out the daily operations of the department with efficiency and effectiveness. The work is reviewed through reports, conferences, observations, analysis of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans, coordinates and instructs all areas and personnel within the Fleet Department. Manages timely and cost-effective maintenance and repair of an extensive city fleet of vehicles and equipment. Directs the preparation of the budget of the divisions of the department and makes procedural and operational recommendations to an Assistant City Manager. Encourages cooperation, coordination of efforts and efficient use of resources as a service oriented department. Communicates with operating department managers to address vehicle related issues; communicates with fleet staff on issues such as customer service, operational requirements, and performance standards, and with private vendors to resolve equipment servicing or repair issues and correct vendor performance as needed. Manages a Fleet data system to record service and repair time, parts utilization, and other operational or maintenance costs for proportionate distribution to user departments; provides technical input on specifications for vehicle and equipment to be purchased to establish conformance with functional requirements of city and user departments; analyzes vehicle repair data to make recommendations regarding the repair or replacement of vehicles; makes recommendations in regard to distribution, operation, inventorying and use of equipment. Conducts product and company research on products and services marketed to determine if use would be effective and cost efficient for the City; establishes sources through contracting or other means for the provision of needed fuels, parts, and services. Applies safety guidelines of all federal, state and Occupational Safety and Health Administration (OSHA) regulations. Prepares reports and documents; Interviews, recommends hiring, trains, disciplines, resolves grievances and evaluates subordinate staff and ensures these personnel management functions are appropriately carried out by department supervisors.;

Performs related work as required

Other Important Duties

Investigates and adjusts personnel problems that may arise from time to time. Attends and participates in conferences and meetings of department directors, the City Commission and others. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Comprehensive knowledge of construction, assembly and maintenance characteristics, and requirements of diversified automotive equipment; occupational hazards of fleet operations and safety practices and methods of promoting safety practices among fleet staff; modern management practices and procedures. Considerable knowledge of techniques, tools, and equipment used to determine and accomplish vehicle and equipment maintenance and repair. Ability to plan, assign, direct, and coordinate the work of fleet staff in a manner that promotes full performance; establish and maintain

effective working relationships with fleet staff, employees of departments serviced, vendors and suppliers, and the general public; set clear objectives and measures and monitor process, progress, and results; learn computer applications relating to the work unit.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, transportation management or a related field and seven (7) years of experience relating to fleet maintenance management; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 02-29-20