

FLEET MANAGER

FUNCTION OF THE JOB

Under direction, to plan, develop, supervise, and direct the activities of the Centralized Fleet Operation Division including maintenance, inspection, repair, and replacement of County vehicles and equipment; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs and oversees activities related to the maintenance, repair, and replacement of vehicles and equipment for County departments and external contracted customers.
2. Develops policies and procedures for the operation of the vehicle maintenance shop to ensure efficiency, competitive cost of service, and optimal staff productivity.
3. Prepares, presents, and administers the Central Fleet Maintenance Division's annual operating budget and strategic plan; monitors the execution of the budget and approves expenditures; monitors vehicle and equipment maintenance budgets and balances for County departments.
4. Participates in the administration of the County's vehicle replacement program including developing and recommending depreciation and replacement schedules based on age, condition, useful life expectancy, and intended use.
5. Researches and develops vehicle and equipment purchase specifications analyzing such items as safety standards, departmental and County needs, product availability, comparative costs, critical features, and purchasing requirements.
6. Directs the development of a preventative maintenance program and the training of staff to minimize equipment breakdowns, to lower major maintenance costs on centralized fleet equipment, and to extend equipment and systems life.
7. Selects, assigns, onboards, off-boards, evaluates, supervises, and trains staff; addresses personnel issues and concerns; authorizes corrective action.
8. Directs and coordinates training programs necessary to ensure the health and safety of staff; develops staff for promotion as vacancies occur.
9. Oversees and administers in-house certified training for employees to obtain their Class A Commercial Driver's License.
10. Develops and provides vehicle and equipment cost analysis information including purchase, replacement, and maintenance cost figures; assists departments in utilizing this information for budget development purposes.
11. Maintains County fueling sites, infrastructure, and inventory levels; researches and analyzes regulations and equipment options; recommends and implements required changes in procedures or replacement of equipment.
12. Approves County purchases of equipment and vehicles and inspects them for compliance with mandates and performance standards.
13. Implements and maintains detailed manual and automated computerized record keeping systems including inventory, time, materials, repair statistics, and vehicle equipment inventory.
14. Assists in the administration of a comprehensive computerized data system including troubleshooting, backups, reporting, and analyzing and recommending hardware and software.
15. Develops and implements a cost-effective preventative maintenance program for County vehicles and equipment.
16. Represents the division before various boards and committees and presents recommendations.
17. Establishes and maintains effective working relationships with supervisors, employees, public officials, boards and committees, County departments and staff, vendors, internal and external customers, and the public.
18. Staffs the Emergency Operations Center as Public Works Department representative when activated; acts as a main point of contact with Emergency Management Operations and personnel.
19. Maintains prompt, predictable, and regular attendance.
20. Represents the division for public relations purposes; responds to, analyzes, and resolves requests for information, complaints, demands, or suggestions from public officials, County departments, employees, and the public; provides documentation and follow-up.
21. Ensures compliance with federal, state, county and local rules, regulations, codes, and guidelines related to fleet maintenance and personnel.
22. May be called upon at any time to respond to County emergency situations.
23. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the modern practices, methods, materials, tools, and equipment used in the maintenance and repair of motorized vehicles and equipment.
2. Thorough knowledge of the operations and functions of a centralized fleet.
3. Thorough knowledge of the specification, design, and maintenance requirements of vehicles and equipment.
4. Thorough knowledge of administrative, managerial, budgetary, and supervisory principles and practices.
5. Comprehensive knowledge of safety procedures, tools, equipment, and regulations related to fleet maintenance.
6. Comprehensive knowledge of division, department, and County electronic devices and computerized systems.
7. Comprehensive knowledge of fueling site administration, operation, and maintenance, and State DNR compliance.
8. Considerable knowledge of contracting for services, materials, and equipment; subcontractor/vendor monitoring and evaluation.
9. Ability to learn and utilize division, department, and County electronic devices and computerized systems to effectively perform duties and responsibilities.
10. Ability to develop, administer, and monitor the Central Fleet budget.
11. Ability to plan, organize, and implement an equipment maintenance operation for a diverse fleet, including the use of computerized data base management systems.
12. Ability to develop and administer policies and procedures for the operation of a centralized fleet of vehicles and equipment.
13. Ability to prepare bid specifications for routine and special purpose procurements.
14. Ability to read and interpret technical and engineering manuals related to motorized equipment.
15. Ability to analyze programs, operations, and departmental needs, and develop, prioritize, and implement appropriate recommendations.
16. Ability to communicate effectively both verbally and in writing.
17. Ability to prepare and maintain accurate and complete records and reports.
18. Ability to establish and maintain effective working relationships with supervisors, employees, public officials, boards and committees, County departments and staff, vendors, internal and external customers, and the public.
19. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
20. Ability to research, prepare, organize, and effectively present ideas, concepts, and recommendations both verbally and in writing.
21. Ability to plan, direct, review, and evaluate the work of employees and address personnel issues or concerns.
22. Ability to effectively utilize project management techniques to handle multiple and competing work projects and assignments on a timely basis.
23. Ability to work independently and as a member of a team.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business administration, automotive engineering, or a related field.
2. Five (5) years of work experience in directing vehicle maintenance, two (2) years of which were in a supervisory capacity.
3. Master's degree in business administration, automotive engineering, or a related field may be substituted for one (1) year of the non-supervisory work experience requirement.
4. Valid driver's license.