



JOB DESCRIPTION

Fleet Manager

Date Prepared: November, 2021

SUMMARY: Under limited supervision, plans, organizes, coordinates and directs fleet services personnel engaged in the servicing, operations and repair of vehicles and equipment and performs related duties, as required. Work is performed independently under established policies, procedures and safety regulations and guidelines, with significant latitude for independent judgment; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plan, organize, coordinate, and direct subordinate staff in the daily operations of the Fleet Division.
- Utilize automated programs to communicate internally and externally.
- Record documents, manage projects, and schedule meetings.
- Administer the citywide preventive maintenance program for vehicles and equipment.
- Establish schedules and implement changes, as needed.
- Provide staff with tactical and strategic directions.
- Provide coordination of activities between divisions and departments.
- Oversee and assist in the preparation and monitoring of annual operating budgets.
- Review and approve expenditures, invoices, project estimates/bids, contracts, project cost projections, and state cost accounting code policies.
- Ensure compliance with a wide variety of regulations and requirements for vehicles, generators, and fueling stations.
- Interface with regulatory agencies.
- Compile information and write reports for various local, state, and federal agencies.
- Prepare, host, attend, and respond to various internal and external meetings.
- Demonstrate flexibility in oral presentation techniques and the necessary skills to deliver the appropriate information in a clear concise, and logical manner to supervisors, fellow employees, and subordinates.
- Establish and maintain cooperating working relationships with internal and external customers, including outside agencies.
- Review crew activity schedules, policies, and procedures.
- Provide recommendations on safety topics.
- Oversee record keeping, permitting, and compliance for underground fuel storage tanks and hazardous materials and develop policies and procedures.
- Research and prepare technical specifications for fleet vehicles, equipment and services in coordination with other City departments.

- Oversee maintenance, repair, and operations of public assets, compressed natural gas and liquid fueling stations, and emergency power system generators.
- Select, train, and evaluate performance of staff.
- Supervise subordinate staff, set work priorities, create work schedules, provide training, conduct performance evaluations, and reward and/or discipline employees.
- Investigate a variety of routine personnel and administrative matters and make recommendations for appropriate action.
- Order and maintain inventory for all required materials in accordance with state and federal standards.
- Ensure appropriate safety devices and equipment are utilized, as designed.
- Respond to after-hours emergencies on a 24/7 basis.
- Serve as the DMV Employer Administrator for commercial driver's licenses for City staff.
- Investigate damage reports to City vehicles and equipment.
- Responsible for supervision and oversight of contracts and contractors and scheduling and overseeing sentence worker programs.
- Record and prepare estimates of labor, materials, and equipment costs; maintain work-related records.
- Order and ensure an adequate supply of parts, materials, and equipment.
- Prepare and present verbal and written reports, as necessary.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

A Bachelor's degree in Public or Business Administration OR a related field and three years of responsible supervisory experience in fleet maintenance. Additional qualifying experience may be substituted, on a year for year basis, up to a maximum of two years of the required education; OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- May be required to obtain a valid, unrestricted Class "B" California driver's license.
- Current Master ASE Certification in Automotive or Heavy-Duty Truck, is preferred.

Knowledge of:

- Applicable local, state, and federal laws and environmental regulations as applied to a public fleet operation.
- Maintenance techniques, operations and care of automobiles, trucks, construction equipment, and other gasoline, diesel, and CNG powered equipment.
- Effective methods of diagnosis of complex vehicle and equipment malfunctions and appropriate methods and techniques for correcting problems.
- Materials, equipment, tools, and practices employed in fleet maintenance and service.
- General principles and practices of modern supervision, including selection, training, employee development, evaluation, and discipline.
- Occupational hazards and safe work methods and precautions required in the maintenance profession.
- Working knowledge of the use of computers and related software to maintain records.

Skill in:

- Providing excellent customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Effectively executing oral and written instructions.
- Scheduling and supervising the work of maintenance crews to maximize efficiency.
- Preparing accurate time, material, and cost estimates.
- Routinely adhere to and maintains a positive attitude.
- Liquid and gas fuel infrastructure operations.
- Office procedures and equipment, including computers and supporting word processing and database applications, specifically MUNIS, RTA, Fuel Force.
- Emission compliance calculators, planning, and forecasting.
- English usage, spelling, grammar, punctuation, and basic mathematical principles.
- Preparing objective and constructive employee performance evaluations.
- Ensuring tasks are accomplished within proposed timeframes and budgetary estimates.
- Establishing and maintaining cooperative working relationships with other departments and agencies contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, indoors and out, with wide temperature variations, with noise, vibrations, fumes, odors and dust, and includes work related travel in a City vehicle. Work is performed on-site; telecommuting is not permitted. Incumbent must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be physically and mentally able to efficiently perform the duties of the position with or without reasonable accommodation, without hazard to themselves or others. Must be able to lift and carry items weighing up to 50 pounds Incumbent must be able to distinguish clearances around machinery with moving parts. Incumbent will be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

Department Head

Date

Personnel Officer

Date