



## **CLASSIFICATION SPECIFICATION FLEET MANAGER**

### **JOB SUMMARY:**

Under direct supervision of the Public Works Director, the Fleet Manager oversees all operations of the Fleet Division; repairs, maintains, and services all automobiles, trucks, construction equipment, and other related equipment powered by gasoline, diesel, and alternate fuel; trains employees on new equipment and provides guidance on difficult repairs; performs quality control functions; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Fleet Manager is responsible for the overall management of the Fleet Division and performs highly complex maintenance, service, and repairs on variety of vehicles. This class differs from an Auto Mechanic II due to the level of experience required, complexity of work performed, supervision of staff, and ability to make decisions within established guidelines.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Manages, supervises, and trains subordinate staff; oversees the scheduling of work for the maintenance and repair of vehicles and equipment; determines shop procedures and logistical problems; issues written and verbal instructions; and prepares and administers performance evaluations.
- Inspects, locates, and diagnoses mechanical defects in a wide variety of vehicles and construction equipment; determines required overhaul, replacement, and repair needs; overhauls engines, transmissions, and differentials; and disassembles, repairs, and replaces worn parts, fits new parts, and adjusts water and fuel pumps, carburetors and fuel injectors, governors, starting motors, clutches, differentials, brakes, and steering gear.
- Tunes up engines; takes compression tests; repairs standard and electronic ignition systems and adjusts timing and valves; repairs air conditioning systems; and repairs and replaces exhaust systems, ignition and door locks, window vents and regulators, and dash gauges.
- Determines warranty coverage on individual vehicles and equipment; tracks and dispatches warranty repairs; monitors fuel purchasing and delivery; and selects and contacts vendors for needed purchases; maintains records of services and repairs; prepares reports; manages the maintenance and cleanliness of the garage and service area; and observes safety rules and regulations.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Techniques and methods of repairing gasoline and diesel powered equipment and related components; methods, materials, tools, and equipment of the trade including brake and metal lathes, air conditioning recover equipment, vehicle diagnosis equipment, and tire mounting and balancing equipment; lubricating systems, oils, grease, tools, and attachments; methods, supplies, and equipment used in cleaning and polishing motor vehicles; relevant safety rules and regulations; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Inspect, tune, and adjust a variety of motor vehicles; use hand and power tools to repair mechanical equipment; diagnose operating problems; read and interpret electrical and machine diagrams and other technical information; and correctly interpret and apply department policies and procedures.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration or a closely related field.
- Five years of increasingly responsible experience in the area of fleet management and repair, with at least two years of experience in a supervisory or lead capacity.

**Licenses and Certifications:**

- Possession of a Class B California Driver's License with air brake and tanker endorsement and ability to maintain a satisfactory driving record are required.
- Automotive Services Excellence (ASE) Master Technician certification in medium/heavy duty trucks and/or automotive is required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 40 pounds or more; drive a wide variety of motor vehicles; operate machinery using arms and legs; bend in all directions; squeeze with arms and hands; and get from one location to another in the course of doing business.

**WORK ENVIRONMENT:**

- Employee generally works in a shop environment, with some travel from site to site. Employee will be exposed to inclement weather conditions, noise, vibration, dust, grease, smoke, fumes, gases, or potentially hazardous chemicals. Noise level in the work environment is usually high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Revised Date:** July 26, 2018