



CLASSIFICATION NO. 425

Established: 1/00

Revised: 3/05, 12/07, 6/19

FLSA: Exempt

EEO: 2

## **FLEET MANAGER**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize and oversee the operation and maintenance of the County's motor vehicle fleets, including maintenance, repair and replacement of motor vehicles and equipment; to oversee activities and personnel involved with fleet maintenance, deployment and repair programs; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Fleet Management Division within the Department of Transportation and Development manages the specification, deployment, maintenance and repair of County motor vehicles and construction equipment, including Sheriff patrol cars, pickups, vans, and maintenance of heavy equipment and other light and medium duty vehicles.

The Fleet Manager is responsible for planning, coordinating, evaluating and administering all services provided by the division, including fleet budget development and control, inventory management, disposition of used vehicles and equipment, and fleet maintenance and repair programs to ensure for the proper and safe operation of vehicles and equipment. This position is responsible for specifying vehicle and equipment purchase needs, developing cost and rate information, and overall supervision of personnel in shop and inventory operations.

The Fleet Manager differs from the Procurement Division Director who oversees the centralized procurement of County supplies, services, construction, commodities and equipment. It also differs from the Transportation Maintenance Supervisor who are responsible for road, bridge, traffic and equipment maintenance work, including installation, construction, inspection, and maintenance activities within an assigned area of responsibility.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops, recommends and implements efficient fleet management policies, procedures and programs; ensures operations are in compliance with Federal, State and local statutes, rules and regulations; documents and communicates division policies to County staff; conducts long range fleet forecasting; develops and maintains division's strategic plan, goals and objectives.
2. Plans, schedules and oversees vehicle and equipment maintenance programs; establishes repair priorities; creates and maintains inventory of County vehicles and equipment, their condition and priority for maintenance or repair; responds to inquiries from County departments, the public and other agencies regarding specific vehicles or general division programs.

3. Establishes labor rates, rental rates and fuel rates to ensure an appropriate revenue stream for the services provided.
4. Ensures that all County vehicles meet DEQ emission standards set by the State; ensures that all vehicle licenses and titles are current according to State guidelines; coordinates insurance claims with Risk Manager.
5. Prepares and administers the division's annual budget; presents budget proposals to department director; monitors revenues and expenditures
6. Plans, determines, specifies, and initiates procurement of additional or replacement vehicles, equipment, fuel, parts and supplies; assists departments in determining type, size, quality and special features of proposed purchases; oversees disposition of used or retired vehicles and equipment.
7. Reviews and recommends contract awards to department director; prepares specifications for contracted purchases, maintenance functions and parts suppliers; creates and maintains rate structure for vehicle use based on cost accounting and other relevant data.
8. Plans and coordinates the proper siting of fleet management facilities and shops.
9. Remains current on new developments and technology in the auto industry, including vehicle features and components, industry alerts or fuel constraints; plans and schedules training on new and specialized maintenance and repair techniques.
10. Ensures implementation of and compliance with safety procedures and regulations at work sites; attends safety meetings; reviews safety concerns and suggestions with management and assigned staff; assists in planning and implementing safety training programs.
11. Hires and supervises professional, technical and administrative support staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and implements progressive disciplinary actions; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of fleet management; Federal, State, and County regulations applicable to maintenance specifications, permitting, safety and environmental quality; safe operation of vehicle repair and maintenance equipment; current technology in the auto industry.

Working knowledge of: Methods and procedures of governmental purchasing; inventory control systems and recordkeeping; State laws governing governmental purchasing; principles and practices of public administration, personnel management, program planning, budget administration; basic math; participative management theories.

Skill to: Develop and implement fleet management policies and procedures; plan, organize and manage division programs; plan, organize, direct and evaluate assigned staff in continuous efforts to improve quality, productivity and effectiveness; develop schedules and time/cost estimates for

maintenance programs; prepare and interpret specifications for vehicles and equipment; communicate effectively, both orally and in writing to multiple levels of audience; explain complex technical matters to lay audience; maintain records and prepare clear and concise reports; prepare and administer budgets; monitor and control expenditures according to approved budget; interpret and apply provisions of Federal, State and local legislation, rules and regulations applicable to fleet activities; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with contractors, government agencies, County employees and the public.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.