



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Fleet Manager

Department: Fleet

Reports to: Deputy PW Director

Pay Grade H15

Date Established: 9/2017

Date Revised: 4/2018

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Fleet Manager, under limited supervision, manages the maintenance and repair of vehicles and other equipment and coordinates and administers an automotive vehicle fleet and other gasoline or diesel powered equipment for the City's fleet division. The position provides analytical support in the areas of vehicle and equipment management. The Fleet Manager plans, organizes, monitors and controls equipment inventories. The position determines cost estimates and is ultimately responsible for determining whether equipment can be repaired or needs to be replaced.

The Fleet Manager assists in the development of the annual Fleet Division budget. The job implements and monitors spending for compliance with federal, state, and city standards.

The Fleet Manager is a member of the Fleet Advisory Board. The position ensures completed work is billed to appropriate departments and tracks that payments are received.

The position supervises the Mechanics, Welder, and Fleet personnel positions.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions. The noise level is generally moderate.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Supervises the maintenance and repair of the City's Fleet assets, including but not limited to determining priorities, making daily work assignments, allocating resources and assets, and assigning work and supervising crews in their performance and completion of repairs.

Participates in short- and long-term planning for Department operations, including assisting in establishing and implementing budgets.

Supervises, trains, schedules, assigns duties, evaluates, and disciplines employees.

Determines the cost effectiveness of operating and maintaining automotive fleet and other gasoline or diesel powered equipment, and may draft technical and performance-based specifications for the purchase of new vehicles and specialized equipment. Coordinates vehicle leasing, servicing, repair and replacement activities with other city divisions or departments.

Makes recommendations regarding the type and format of fleet and related equipment operations and maintenance data to be collected, analyzes data to promote safety, economy, and efficiency in fleet operations and maintenance. Maintains computerized information system.

Determines present and future vehicle and equipment costs and the cost-effectiveness of various options. May draft specifications for purchase of specialized equipment.

Maintains accurate equipment inventories and monitors equipment status. Monitors vehicle and equipment lease, service, and repair charges for appropriateness, completeness, and accuracy. Makes fleet equipment purchase and phase-out recommendations based on repair type, frequency and cost.

Coordinates billing schedules in line with City policy working to troubleshoot discrepancies/issues with billing practices. Ensures work orders and other billing are correct, tracks bills for payment, and follows up on billing related issues.

Recommends equipment-servicing policies which set maintenance frequency, type and level. Monitors the equipment maintenance program to ensure policy compliance. Evaluates maintenance facilities and makes related safety and efficiency recommendations. Reviews job cost.

Evaluates vehicle and equipment performance and makes recommendations to increase performance and usefulness. Prepares reports on activities and vehicle status.

Responds to comments and requests from the public and investigates and resolves complaints.

Maintains safe work environment, supervising training in and implementation of safety protocols and procedures.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Structure and operation of vehicles and equipment utilized by City departments including heavy-duty mobile equipment, self-propelled mowers, specialty construction equipment including graders and tractor loaders;
- Fleet and related equipment maintenance practices and diagnostic procedures in order to recommend equipment servicing policies, and monitor equipment maintenance programs;
- Fleet vehicle leasing and vehicle replacement planning;
- Employee supervision, training, evaluation, and disciplinary methods, techniques, and objectives;
- Budgeting processes and implementation;
- Federal regulations and City policies regarding safe work practices;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Supervise the maintenance and repair of vehicles and equipment, including specialized equipment and including light, medium, and heavy equipment;
- Assign, supervise, and evaluate the work of maintenance and repair employees;
- Operate a motor vehicle;
- Operate a personal computer, including programs and applications specific to the duties;
- Read and interpret technical manuals and diagrams;

- Maintain maintenance records, logs, and documentation;
- Implement an annual budget and monitor spending for compliance;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Use effective judgment to make sound and reasonable decisions and problem-solving skills in accordance with laws, ordinances, regulations and established policies;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Four (4) years' experience in fleet operations or fleet mechanical repair required;
- Bachelor's degree in related field preferred;
- Idaho Class A CDL is required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Fleet Manager position requires a Class A CDL with endorsements within six (6) months of hire date. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.