

CITY OF TAFT

CLASS TITLE: FLEET MANAGER

Range 44.5
\$1,869.21 - \$2,304.85 Bi-Weekly

BASIC FUNCTIONS:

Under direction organizes, directs and supervises the specifying, bidding, assigning, cataloging, diagnosing, preventative maintenance, and repairs of all City vehicles and rolling stock equipment. Acts independently and assists assigned employees to accomplish associated tasks.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Manager.

SUPERVISION EXERCISED

Supervises the positions of Mechanic and Mechanic II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises mechanic employees in the maintenance, diagnosing and repairs of City vehicles and equipment.

Insures the safety and effectiveness of all equipment and vehicles in accordance with Federal, State, and county and City rules, regulations and standards.

Responds to complaints or emergencies and takes appropriate action; inspects work in progress and participates in work activities as needed; operates a variety of automotive and other equipment and tools.

Reviews shop work orders, making arrangements for appropriate action.

Is responsible for determining and reporting major repairs to department heads for purposes of cost analysis and budgetary limits, however, final determination will be the responsibility of the Fleet Manager in making the final decision on any and all repairs. In cases where operator error or neglect is suspected the Fleet Manager shall immediately document and report damages to department head as well as a copy to the vehicle file.

Keeps record of time and materials, trains subordinates in work procedures and enforces safe work practices; evaluates work of subordinate employees, assists in making decisions regarding personnel matters.

Secures necessary materials, tools, and equipment for satisfactory operation of the work mechanics assigned within the scope of the budget and purchasing policies.

Handles after hours and weekend call-out status as assigned.

Assists in the training of subordinate employees performing the duties associated with the maintenance and repairs of City rolling stock.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent, and

(B) Five (5) years of skilled experience in street construction and maintenance, including some experience in the construction and maintenance of sewer and water systems. Supervisory experience a must.

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of materials, methods, tools, equipment, and techniques used in the safe and efficient operation of a mechanic shop and automotive repair functions.

(B) Knowledge of related work hazards and appropriate safety practices for the job related duties to be performed and for subordinate personnel.

(C) Ability to coordinate the work of employees and equipment engaged in a variety of activities associated with modern mechanic techniques and technology.

(D) Ability to maintain records of materials, labor, and equipment used for a particular job.

(E) Skill in the use of pertinent equipment and tools.

(F) Good physical condition and ability to perform manual tasks.

(G) Ability to follow projects through to completion with minimum instruction and supervision.

SPECIAL REQUIREMENTS

Valid State of California ***Class B*** Driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, roller, manlift, generators, common hand and power tools, wrenches, diagnostic devices, mobile radio, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

City of Taft application, rating of education and experience; oral interview and reference check; job related tests may be required, including a physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.