

## CITY OF TAFT

**CLASS TITLE: FLEET MANAGER**

**Salary Range 42.9**  
\$1821 - \$2214 Bi-Weekly

### **BASIC FUNCTIONS:**

This classification is designated as a working supervisor. The Fleet Manager is responsible to organize, direct, supervise and personally perform the specifying, bidding, assigning, cataloging, diagnosing, preventative maintenance, and repairs of all City vehicles and rolling stock equipment. The incumbent is expected to work independently and assists assigned employees to accomplish associated tasks. This position performs a variety of administrative duties as a first-line supervisor and a variety of related duties as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Manager/Director of Public Works or designee.

### **SUPERVISION EXERCISED**

Supervises the Mechanic and may provide supervision to extra-help; seasonal and work release.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the maintenance and repair of all vehicles and equipment of the City of Taft.
- Supervises mechanic employees and personally performs maintenance, diagnosing and repairs of City vehicles and equipment.
- Ensures the safety and effectiveness of all equipment and vehicles in accordance with Federal, State, and City rules, regulations and standards.
- Implements and monitors a preventative maintenance program to assure cost effective maintenance and a scheduled maintenance program to provide maintenance by manufacturers specifications.
- Maintains a complete inventory system through recording of all expenditures and income of each vehicle, maintenance equipment gasoline, repair parts, supplies, etc.
- Monitors user departments by analysis of vehicle and equipment utilization and evaluation of equipment specifications.
- Provides training for employees performing the duties associated with the maintenance and repairs of City vehicles and equipment.
- Enforces City safety practices and procedures and ensures employees receive appropriate safety training.
- Supervises, trains, and enforces safe work practices; evaluates work of subordinate employees, takes corrective action and/or disciplines employees and assists in making decisions regarding personnel matters.
- Assists in the development of the Fleet Services budget to include a review of past year expenses and income; adjusts and administers all Fleet Service purchases, including parts, tools, office supplies.
- Prepares cost estimates for maintenance and repairs.
- Assists City departments with the development of specifications for vehicles and equipment to be used
- Arranges for the purchase and delivery of vehicles and equipment to all City departments
- Ensures that all vehicles and equipment purchased are licensed and registered as required by State of California

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- Welds; replaces parts; repairs parts; repairs electrical systems; diagnoses vehicles for minor body and fender work; performs tune ups and engine overhauls; troubleshoots problems when needed.
- Examines reports for accuracy on each vehicle and piece of equipment repaired; writes reports on vehicles and equipment repaired.
- Keeps maintenance and repair records.
- Makes monthly reports to Highway Patrol on State inspections.
- Checks all repair work performed in shop for completeness including physical inspections and road tests before vehicle is turned back to user departments
- Responsible for maintenance and repair of equipment at the Fleet Shop and recommends and implements minor improvement of property.
- Ensures 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.
- Reviews shop work orders, making arrangements for appropriate action.
- Responsible for determining and reporting major repairs to department heads for purposes of cost analysis and budgetary limits,
- Secures necessary materials, tools, and equipment within the scope of the budget and purchasing policies.
- Handles after hours and weekend calls.
- Performs a variety of related duties as required.

### **NECESSARY KNOWLEDGE, SKILLS and ABILITIES:**

- Knowledge of materials, methods, tools, equipment, and techniques used in the safe and efficient operation of vehicle and equipment repair.
- Knowledge of related work hazards and appropriate safety practices for the job related duties to be performed and for subordinate personnel.
- Ability to coordinate the work of employees and equipment engaged in a variety of activities associated with modern mechanic techniques and technology.
- Ability to maintain records of materials, labor, and equipment used for a particular job.
- Skill in the use of pertinent equipment and tools.
- Ability to ensure projects are followed through to completion.
- Knowledge of an automated Fleet Management Information System.
- Knowledge of and ability to ensure compliance with California Highway Patrol and Department of Transportation reporting and inspection requirements.
- Considerable knowledge of safety practices and techniques in mechanics.
- Considerable knowledge of diesel and gas engine mechanics and vehicle make-up.
- Ability to troubleshoot, diagnose and repair equipment with accuracy and speed.
- Ability to function and perform effectively as a manager and supervisor.
- Ability to plan, organize and direct the work of employees engaged in repair and maintenance of vehicles and equipment.

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- Ability to coordinate programs, prepare reports and maintain accurate records.
- Ability to communicate both orally and in writing.
- Knowledge of and ability to apply principles of budget development and monitoring.
- Record keeping and reporting procedures.
- Laws, rules, regulations, and environmental requirements applicable to vehicle and equipment maintenance and repair.
- Knowledge of and ability to apply and enforce safe work practices and procedures.
- Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline
- Ability to make basic mathematical calculations.
- Follow oral and written directions.
- Read, comprehend, and interpret regulations, laws, and guidelines.
- Function independently with little direct supervision.
- Establish and maintain cooperative working relationships with supervisors, managers, and staff..
- Ability to use a personal computer and knowledge of basic programs such as Outlook, Excel and Word.

### **REQUIRED TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Minimum of five (5) years experience as a mechanic; including experience with heavy equipment and buses.

And

One (1) year of increasingly responsible lead or supervisory experience.

### **Special Requirements**

- Maintain a valid State of California Class B driver's license with Air Brakes
- Respond to after hours and weekend calls for service.

### **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, roller, manlift, generators, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools and other tools required for repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; Personal computer, including word processing, spreadsheets, and database software; phone; fax and copy machine; calculator, mobile or portable radio

### **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 walk, talk, hear and smell. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, and/or crawl.

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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 regularly exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is 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.