

JOB DESCRIPTION
Fleet Services Manager
Code Number: 42001

GENERAL PURPOSE

Under administrative direction, plans, organizes, and directs the repair, maintenance, and servicing of District-owned, -leased, or -contracted vehicles and equipment; researches and prepares a variety of studies and reports related to current and long-range District fleet needs and requirements and develops recommendations/proposals to meet them; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-incumbent class responsible for the District's centralized fleet management function. The incumbent is responsible for the acquisition, inspection, maintenance, servicing and repair of all District-owned, -leased, or -contracted vehicles and equipment. The work of this class is complex and involves significant accountability and decision-making responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below 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 class.

Plans, organizes, controls, integrates and evaluates the work of assigned staff within Fleet Services, Fabrication, Machine and the Paint shop; with staff, develops, implements, and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action up to and including

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termination to address performance deficiencies in accordance with District personnel rules, policies and labor contract provisions.

Provides day-to-day leadership and works with staff to ensure a high-performance, customer service oriented work environment that supports achieving the department's and District's mission, strategic plan, objectives and values.

Prepares or directs the preparation of a wide variety of studies and reports related to the District's vehicle and/or fleet management needs and develops specific proposals and work plans to meet them.

Directs fleet maintenance and repair activities, including planning, estimating, scheduling, inspecting and monitoring work being performed.

Directs the fabrication and machine shop for the special needs of the District, which include metal parts fabrication, special welding and special machine shop operations.

Directs the paint shop for the industrial coating needs of the District, which include painting of metal parts, vehicle painting, industrial engine painting, application of powder coatings and vehicle collision repair and painting.

Coordinates the work of the unit with other departments, divisions, agencies, and individuals.

Ensures compliance of unit work to pertinent codes, regulations, and guidelines.

Monitors developments related to equipment acquisition and maintenance, evaluates their impact, and implements policy and procedure improvements.

Provides technical assistance to staff.

Prepares and maintains a variety of written records and reports.

Confers with and advises District staff or outside agencies regarding vehicle and equipment acquisition, maintenance, and operation.

Prepares specifications and makes recommendations on the purchase, sale, and disposal of new and used vehicles and equipment.

Ensures the District's safety program and goals are implemented and carried out in the Fleet Services Division; proposes safety requirements to be followed in the maintenance and repair of vehicles and equipment.

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Performs related duties as assigned.

CONTINUOUS IMPROVEMENT RELATED DUTIES

Applies Continuous Improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's Strategies and Operational Plans.

Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.

Ensures effectiveness of the business processes undertaken by the department and division.

Defines customer service segments being served and establishes processes to obtain feedback to improve performance.

Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff; ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.

The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of vehicle and equipment maintenance and repair as related to a large and varied fleet management and maintenance program; administrative principles and methods including goal setting, program development and implementation, employee supervision; principles and practices of budget development and administration; theories, principles, techniques, and equipment used in vehicle and equipment maintenance and repair; safety regulations, safe work practices and safety equipment related to the work; codes, regulations, and guidelines pertaining to the work; micro-computer applications related to the work; federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements; office and records management practices and procedures; principles and practices of sound business

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communication; principles and practices of effective supervision; District personnel rules, policies and labor contract provisions.

Ability to:

Plan, assign, direct, and coordinate a variety of functional specialties with overlapping work areas; manage and direct a large vehicle and equipment maintenance program; select, motivate and evaluate staff and provide for their training and development; prepare, administer and monitor a division budget; analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action; develop and implement goals, objectives, policies, procedures, work standards and management controls; exercise sound independent judgment within general policy guidelines; understand, interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility; establish and maintain effective working relationships with all levels of District management and staff; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external.

Continuous Improvement Knowledge and Abilities

Knowledge of:

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; the means of developing alignment between strategic goals and individual performance standards; practices of process mapping (control); practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

Develop a systems perspective for managing department operations and its key processes to achieve results; to use the seven continuous improvement categories and the core values as building blocks for department operations; define and explain key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations; develop and monitor performance standards for all divisions within the department; ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance; and make sound decisions based on departmental performance indicators.

Training and Experience:

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A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of supervisory or administrative experience in the areas of vehicle and equipment maintenance; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

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

Physical Demands

While performing the duties of this class, 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 is frequently required to stand and talk or hear, walk or sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

WORK ENVIRONMENT

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

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The employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions. The noise level is moderately noisy.

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