

FLEET SERVICES MANAGER

DEFINITION

Under direction, plans, organizes and directs the operations of the County of El Dorado's vehicle and equipment fleets; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class has countywide responsibility for the administration of program elements and activities, service contracts and maintenance schedules, and the development of vehicle and equipment specifications for all heavy equipment and vehicle fleets for the County of El Dorado. This class is distinguished from the next lower class of Equipment Superintendent in that the latter is responsible, through subordinate supervisors, for the day-to-day equipment procurement and maintenance and repair activities for the Department of Transportation equipment shops.

EXAMPLES OF DUTIES (Illustrative Only)

- Directs and oversees the maintenance and repair operations of fleet maintenance facilities in the County of El Dorado.
- Plans, organizes and manages the work of a fleet maintenance facilities; directs subordinate staff, reviews staff work, evaluates performance and provides or supervises staff training; analyzes workflow, establishes priorities, and develops standards; conducts recruitment, hiring, and training of personnel.
- Establishes procedures, policies, and controls to facilitate the maintenance and repair operations and coordination of the fleet maintenance shops and parts rooms.
- Establishes job priorities and prepares work schedules for multi-shift and multi-location maintenance operations.
- Organizes and conducts the selection of candidates to fill vacant or new positions in the Equipment Mechanic and Fleet Services Technician series or other job classes as appropriate.
- Evaluates and makes recommendations regarding the replacement or repair of existing vehicles/equipment as needed and for budget preparation.
- Oversees and assists in the preparation of new and replacement equipment/vehicle specifications.
- Evaluates requests for fixed asset shop tools and equipment. Submits fixed asset requests for budget.
- Assists in preparation of a fleet budget.
- Organizes as necessary and assists in the sale and disposal of surplus vehicles, equipment, and tools.
- Oversees and sets preventative maintenance standards and intervals of required maintenance.
- Keeps current with changing vehicle code and air quality regulations. Organizes and implements policies and/or programs under direction for County compliance.
- Prepares special reports and correspondence.
- Assists with the preparation of contracts, evaluates contractor bids, and recommends contract awards, to include Board letters for the justification of County purchasing contracts.

QUALIFICATIONS

Knowledge of:

- The California Vehicle Code, California Title 13, and Federal Regulations pertaining to motor vehicle maintenance and refueling facilities.
- The procedures, practices, materials, equipment, and tools used in the servicing, maintaining, and repairing of refuse, highway construction and maintenance, automotive and related mechanical equipment.
- Operation of a governmental garage facility.
- The procedures and methods used in preparing technical specifications for procuring equipment.
- The procedures in requisitioning parts and contract services.
- Maintaining a parts room inventory control.
- Principles and techniques of personnel management and supervision.

Skill in:

- Planning, scheduling and directing the work of a large multi-shift, multi-located staff.
- Analyzing situations accurately and independently and adopt an effective course of action.
- Assisting in determining personnel and equipment requirements.
- Establishing and maintaining cooperative working relationships with governmental agencies and the public.
- Preparing clear and comprehensive reports.
- Maintaining inventory controls.
- Preparing and monitoring budgets.

Other Requirements:

Must possess a valid driver's license. Must be willing to work outdoors in all weather conditions and to work evening, night, weekend and holiday shifts as required.

Education and Experience:

Two years of full-time experience in the class of Equipment Superintendent within El Dorado County service or two years of full-time experience managing or supervising a facility which repairs, services and maintains gasoline and/or diesel powered or alternately fueled equipment or vehicles.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skill.