



FLEET SERVICES MANAGER JOB DESCRIPTION

Job Title: Fleet Services Manager

Job Code: MM100

Pay Grade: 25

Effective Date: October 2007

FLSA: Exempt

Revision Date: April 2009

NATURE OF WORK

Under limited supervision, plans, directs and manages the staff and activities of the Lewis County Fleet Services program, and assures the program achieves Public Works Department (PWD) goals.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages Fleet Services activities and functions, including vehicle & equipment maintenance, purchasing, fuel, client services, internal charges and cost allocations, contract management and data analysis.
- Coordinates, supervises, and manages inspection, maintenance and repair of vehicles and equipment, in compliance with Department procedures and County policies; supervises the preventive maintenance program for standard care of vehicles and equipment.
- Consults with departments on equipment usage and needs; assists in the development of department equipment purchase and replacement schedules, specifications, cost estimates and budgets.
- Manages fleet and equipment replacement program; reviews status of vehicles and equipment; recommends equipment replacement and major repair options; prioritizes purchases and evaluates bids.
- Evaluates vehicle damages and accident trends.
- Evaluates trends, anticipates problems, and reports on performance of the Fleet Services programs.
- Plans and manages the activities of staff; plans, prioritizes and assigns tasks and projects; trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Plans, schedules, and prioritizes Fleet Maintenance activities and projects to assure accomplishment of goals and objectives; reviews the work of assigned staff to assure the work quality and timely completion of assigned duties and responsibilities.
- Oversees special Fleet Maintenance projects; provides leadership, direction and guidance in Fleet Maintenance implementation strategies and procedures; assures effective communication of strategies and issues.
- Manages budget preparation and administration; monitors and controls expenditures; collects operational and administrative information and compiles data for reports; analyzes and reports usage statistics.

- Serves as subject matter expert on the Fleet Maintenance program; prepares special and recurring reports and proposals for special projects and other Fleet Maintenance plans.
- Lewis County essential personnel (24/7 emergency response).

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; light physical demands; frequent use of a personal computer.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Business or Public Administration, or a closely related field; AND five (5) year's experience in a fleet management program, including three (3) years supervisory experience.

Must possess a valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Vehicle and heavy equipment fleet operations management techniques and current business practices for efficient delivery of maintenance services for vehicles and equipment.
- Theory, principles and practices of vehicle fleet cost control and preventive maintenance programs.
- State and Federal statutes, rules and regulations and County codes governing procurement.
- Principles and practices of public sector purchasing and records management.
- Principles of administrative management, including personnel rules, strategic planning, budgeting and effective employee supervision.
- Contract management principles, tools and techniques.
- Federal and state safety laws and regulations, including drug and alcohol testing guidelines for CDL.
- Methods, tools and equipment used in the repair of vehicles and heavy equipment.
- County safety rules and regulations, occupational hazards and safety precautions.

Skills in:

- Analyzing fleet management problems, evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Assessing, analyzing, identifying and implementing solutions to fleet management problems.
- Tracking and analyzing vehicle and equipment costs and usage patterns.
- Managing multiple projects, and prioritizing multiple tasks and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Managing staff, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Maintaining and analyzing fleet management records and files.

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- Promoting and enforcing safe work practices.
- Establishing and maintaining effective working relationships with co-workers.
- Effective verbal and written communication.