



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Public Works**

Position: **Fleet Services Manager**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular/Full-Time**

Salary Range: **Grade 25: \$4,728 – \$4,968 (DOQ)**

Full Salary Range: **Grade 25: \$4,728 - \$6,358/mo.**

Posting Opens: **August 1, 2017**

Closing Date: **August 15, 2017 at 4:00PM**

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## DEPARTMENT / OFFICE

This position is available in the Lewis County Public Works Department, Fleet Services Division, 476 West Main St, Chehalis.

## POSITION SUMMARY

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. Responsible for planning, preparing, organizing and coordinating the activities, budget, rental rates, major purchases and personnel for the Fleet Services Division. This position is responsible for the county wide fuel system, fuel contracts and bid specifications. Duties may vary according to job assignment. See [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) for complete job description and requirements.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

**Lewis County Public Works Department  
2025 NE Kresky Avenue  
Chehalis, WA 98532**

Application packets may be requested by calling (360) 740-2660. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

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**Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.**

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

## MINIMUM QUALIFICATIONS

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

## *Desirable Qualifications:*

- Knowledge of Federal, State, and County laws, regulations, policies, and procedures governing procurement
- Principles of administrative management, including personnel rules, strategic planning, budgeting and effective employee supervision

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## APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Proof of education as required**

All application materials must be received in the Public Works Department. Late applications will not be accepted. Applications may be emailed to [Lara.Seiler@lewiscountywa.gov](mailto:Lara.Seiler@lewiscountywa.gov) or faxed to 360-740-1499 providing a signed hard copy follows within 5 business days. If completing the application online, hard copies are not necessary.

*Note: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.*