

## CITY OF MADERA

### FLEET OPERATIONS MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, performs a variety of management and administrative work in fleet operation and maintenance for the City; plans, directs, organizes, reviews and participates in the work of the equipment shop staff; develops, implements and enforces fleet and equipment shop operations; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Fleet Operations Manager** is a management level classification within the Public Works Department, and exercises full responsibility for planning, organizing and directing the work activities of the equipment shop and fleet operations. This classification is distinguished from the next higher classification of Director of Public Works by the latter's performance of overall management responsibilities of the Public Works Department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Public Works. Exercises direct and indirect supervision over technical and office support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Manages, coordinates and supervises fleet maintenance for the City; maintains a vehicle and equipment replacement program, including planning, specification writing and purchasing; plans, organizes, manages and directs, through subordinate supervisors, the work of the equipment shop operations; assists equipment shop staff with more technical trouble shooting.
- Supervises and participates in the development, implementation and maintenance of equipment shop and fleet operations goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and ensuring that the division goals are achieved.
- Develops and maintains a five year plan for equipment replacement; prepares annual vehicle and equipment replacement budget; maintains and updates an ongoing set-a-side fund for replacement of vehicles and equipment; develops specifications for purchase of vehicles and equipment.
- Responsible for compliance with Central Valley Air Pollution Control District and for transactions with Department of Motor Vehicles; maintains special records for CHP on heavy duty truck inspections.

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- Develops local opportunities for revenue generation; develops rental rates for equipment rented by user departments; oversees contract for card lock fueling (gasoline) for the entire City; manages contracts with the City's Bus Transit System and the Housing Authority for maintenance of their fleets; implements, monitors and oversees monthly billing of outside agencies for vehicle maintenance.
- Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures.
- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the department to other City departments, other agencies, civic groups and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service. The need to lift, drag and push files, paper and documents weighing 25 pounds or more is also required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Fleet Operations Manager**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible experience in fleet and/or equipment services administration, including two years at a supervisory level. A Bachelor's degree in the Industrial Arts, Business or Public Administration or related field may be substituted for up to four years of experience.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Modern principles, practices and functions pertaining to the operation of an equipment maintenance and repair shop; methods, tools, materials and equipment used in vehicle and public works equipment, maintenance and repair activities; fleet and equipment shop management and organization; principles and practices of divisional organization, administration and operation; specification development and purchasing procedures; methods and techniques of supervision. Training and motivation; principles and practices of program and budget development, administration and evaluation; applicable federal, state and local laws, codes and regulations pertaining to fleet and motor vehicle operations and safety; grants management; occupational hazards and standard employee safety precautions; modern office practices, methods and equipment, including a computer and applicable software.

**Ability to:**

Plan, organize, direct and evaluate the work of subordinate staff; perform and coordinate current and advance fleet and equipment operations activities; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; analyze complex issues, evaluate alternatives and reach sound conclusions; make adjustments to operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate assigned staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of power and hand tools used in heavy and light equipment repair.