

CITY OF REDWOOD CITY

Fleet Manager

DEFINITION

Under general direction, plans, organizes and directs a comprehensive automotive and heavy equipment maintenance and repair program for the City.

DISTINGUISHING CHARACTERISTICS

The Fleet Manager oversees the operations of the Equipment Services Section in the Public Works Services Department, including the acquisition and maintenance of automotive and heavy equipment. The position requires considerable business and administrative skills, with sufficient knowledge of mechanical operations so that subordinate personnel can be effectively supervised and guided in the technical aspects of their jobs. This classification is distinguished from the Fleet Supervisor in that it has administrative responsibilities at the division manager level, including the development and implementation of division policies, procedures and budget.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Services Director.

Responsibilities may include direct and indirect supervision of supervisory, equipment maintenance and clerical support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Provide administrative and management direction to a staff of skilled and semi-skilled personnel in the maintenance and repair of automotive and heavy equipment.
2. Develop, establish, implement, monitor and review system procedures and practices.
3. Develop and implement goals, objectives, policies and priorities for the section.
4. Develop and manage program budget and cost accounting methods.
5. Develop efficient methods of equipment utilization and replacement.
6. Maintain legal records pertaining to fleet vehicles, and ensure fleet operations are in compliance with applicable laws and regulations.
7. Make oral and / or written presentations to elected officials, boards, commissions, City staff or citizen groups.
8. Assign vehicles to operating programs, analyze level of usage and appropriate fleet size.
9. Make studies and recommendations regarding equipment rentals and rates, manage rents and leases of vehicles and equipment.
10. Develop and oversee contracts for outside repair of equipment.

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OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, techniques, principles and practices of public administration and local government operations, especially as they relate to fleet management;

Methods, practices, materials and tools of the automotive mechanic trade;

Principles of organization, administration, budgeting, and financial and personnel management;

Safety practices and procedures, including occupational hazards and standard safety procedures, especially as they relate to fleet operations;

Cost control techniques and purchasing practices;

Equipment purchasing and acquisition practices and methods, including vehicles / equipment specifications and replacement factors;

Equipment record keeping systems, including their application in automated management information systems.

Laws, ordinances and procedures related to municipal public works and fleet management practices.

Skill to:

Develop and implement improvements for operational efficiency and productivity;

Develop comprehensive equipment maintenance programs;

Select, supervise, train and evaluate subordinate personnel;

Prepare and monitor performance budgets;

Operate a motor vehicle safely.

Ability to:

Direct and oversee the work of others.

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Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Work independently and make sound decisions in a manner consistent with the essential job functions.

Make and interpret mathematical calculations

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible journey level mechanic experience, including two (2) years of experience at the lead or supervisor level.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, fleet management, or a related field.

License or Certificate:

Possession of valid California Driver's License.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work around gasoline, diesel fuel, vehicle lubricants and associated chemicals and solvents; work in a variety of environmental conditions including heat, cold, humidity, dampness, dust, smoke, fumes, noise, slippery and uneven surfaces, vibration, machinery and electricity or electrical energy.

Effective Date: January, 2007

Bargaining Unit: Redwood City Management Employees Association