



Office of Human Resources
Fleet Maintenance Manager – CJ3082

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General Statement of Duties

Manages daily fleet operations that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately and safely. Leads supervisors and technicians in performing preventative maintenance, troubleshooting, diagnosis, repair, and overhaul of a wide variety of diesel, gasoline, and alternative/hybrid equipment.

Distinguishing Characteristics

This class is a first level management class who oversees work groups/areas within a division or agency and is generally responsible for supervising supervisors and/or individual contributors. A Manager is operationally and functionally focused.

This class is distinguished from the Director of Fleet Management, a “core” mid-level management class. The Director of Fleet Maintenance directs the fleet division and is generally responsible for supervising managers, supervisors, and individual contributors. A Director is operationally, functionally, and/or strategically focused with primary emphasis on operations.

The Manager is distinguished from Fleet Technician Supervisors who are responsible for the day-to-day responsibilities of a work unit.

Essential Duties

Manages a fleet management section which is responsible for maintaining city vehicles and equipment, capital replacement, surplus vehicles and equipment, and the fuel management program. Represents the section’s positions, initiatives and interests with a focus on the delivery of superior customer service; ensures staff is sufficiently knowledgeable and dynamic regarding customer service protocols and performance expectations.

Assists with developing methods for extending the life of city vehicles and equipment while minimizing expenses. Develops and implements systems, procedures, and a comprehensive long-term replacement program and coordinates these activities with other divisions and departments.

Manages section operations in conformance with environmental laws and regulations regarding the storage and disposal of hazardous materials and associated permitting requirements.

Tracks and monitors maintenance trends. Identifies patterns and initiates corrective actions, utilizes benchmarking and revises procedures to improve effectiveness and eliminate deficiencies. Prepares and presents data to management team.

Manages section safety and environmental compliance programs. Ensures compliance to standards and coordinates inspections. Responds to and evaluates safety concerns and remediation plans.

Implements initiatives, and achieves goals, objectives, and key performance indicators (KPIs) for the section. Optimizes performance of the section by meeting or exceeding the established KPI performance benchmarks.

Organizes and applies section’s standards, procedures, systems and guidelines.

Implements policies, programs, operating procedures and practices for the section and effectively manages operating costs. Ensures all budgets remain at or below established targets.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning. Establishes performance expectations and standards for section's employees to achieve or exceed performance metrics and to prepare employees for the future.

Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results and Meeting Customer Expectations - Focuses on customer needs and satisfaction. Sets high standards for quality, quantity and timelines. Consistently achieves project goals.

Leading and Coaching - Provides others with a clear direction, motivation, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

None

Level of Supervision Exercised

Manages a work group(s) within a division by supervising supervisors and/or individual contributors.

Education Requirement

Bachelor's Degree.

Experience Requirement

Three (3) years of experience at the type and level of functional or operational management, which must have included management of professional individual contributors.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls, inquiries, and conflicts.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-13

FLSA Code: Y

Established Date: 9/21/2018

Established By: BM

Revised Date: 9/8/2024

Revised By: SO

Class History: 10/21/2021 - Equivalency revised; 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 –

Revised Experience Requirement; 9/8/24 – Revised Job Family/Job Code.