



<b>WORKING TITLE:</b> FLEET MANAGER	<b>CLASSIFICATION:</b> DIVISION MANAGER -1
<b>DEPARTMENT:</b> PUBLIC WORKS	<b>DIVISION:</b> FLEET
<b>PAY RANGE:</b> NBYCM 26	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b>
<b>PPE:</b> ATTACHED	<b>REVISION DATE:</b> Oct. 2024

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

Administers and directs county shop, parts, grounds, motor pool, vehicle and equipment maintenance, procurement and disposal operations. Administers motor vehicle replacement and insurance funds. Prepares and administers an annual line item operating budget for vehicle maintenance division and motor vehicle replacement fund. Administers public works purchase orders to insure correct processing of all accounting, coding and purchasing procedures.

Develops specifications for vehicle and equipment leasing, for purchase of new and used vehicles, and equipment for public works and motor pool. Develops policies, promotes and maintains a safe work environment for shop and public works employees. Develops and implements policies and procedures for the maintenance shop, motor pool and grounds; assists in policy development for public works.

Evaluates efficiency of maintenance, repair, and overhaul of County-owned and outside agency vehicles and equipment. Evaluates vehicle and equipment usage, acquisition and/or disposal.

Researches, prepares, and presents proposals, information, and reports in both oral and written form to the Public Works Director, and Board of Commissioners at formal and informal sessions. Develops accurate reports and correspondence to state and federal agencies in both oral and written form.

Negotiates with other counties, cities, state, and federal agencies for vehicle and equipment exchanges and for repair services done at the county shop.

Has overall responsibility for fuel storage, dispensing, and remediation systems.

**SUPERVISION RECEIVED:**

Works under supervision of the Public Works Director who provides general direction for the division, assigns projects, periodically observes work, and may inspect upon completion for conformance to specifications.

***SUPERVISION EXERCISED:***

Supervises work products and productivity of mechanics, mechanic assistants, inventory control assistant, shop and fleet accounting clerk

***DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:***

- Supervises billing, inspection, and overall work quality and productivity of mechanics in maintenance, repair, and overhaul of road maintenance equipment and motor pool vehicles; receives vehicle and equipment repair requests from other departments and outside governmental agencies; evaluates repair requests and recommends cost effective repairs; receives safety inspection reports and evaluates appropriate repairs; prioritizes work to be done in the shop.
- Supervises and monitors maintenance, parts and sublet records and billing for both internal and outside agency vehicle and equipment repairs.
- Initiates reports and recommendations as required to internal divisions and departments as well as outside governmental agencies on vehicle replacement costs and needs.
- Supervises purchases of parts and supplies and purchase order program; reviews vendor invoices and purchase orders to insure proper coding, accounting, and purchasing procedures have been followed.
- Develops specifications for purchase and/or lease of vehicles, equipment and supplies for road maintenance and motor pool; reviews bid documents and recommends disposition to the Public Works Director and Board of Commissioners.
- Works with the Public Works Director and other Public Works staff to prepare and submit the department annual operating budget; prepares and administrates the shop division annual operating budget; attends department budget review meetings and assists in overall budget management of the department.
- Develops, directs, and implements changes to the County shop physical plan layout as needed. Presents proposals to Board of Commissioners.
- Monitors and reviews shop safety practices; develops and implements policies and procedures for safe operations and work environment.
- Supervises scheduling of leak detection tests on underground petroleum storage system; supervises remediation system operation, maintenance and reporting; oversees and coordinates with consultants, DEQ, and other agencies regarding disposal of contaminated products and materials removed from the Public Works site.
- Monitors and administers vehicle and equipment liability and collision insurance fund.
- Negotiates with other counties, cities, state, and federal agencies for vehicle and equipment exchanges and for repair services done at the county shop.
- Administers motor pool vehicle replacement fund. Evaluates bids on new and used vehicles. Recommends purchases to Board of Commissioners.
- Monitor vehicle costs per mile and equipment costs per hour. Recommends and implements cost effective changes for departments and divisions using fleet vehicles.
- Prepares, presents, implements, and assists training of all Public Works employees in safe and efficient operation of vehicles, equipment and tools.

- Performs related work as required.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Considerable knowledge of standard practices, materials, and modern methods used in repair and maintenance of automotive and road construction equipment.
- Considerable knowledge of hazards and safety precautions necessary in performing automotive and equipment repair and maintenance.
- Considerable knowledge of principles and practices of supervision.
- Significant knowledge and ability to understand and comprehend mathematics and modern methods of record-keeping.
- Considerable knowledge of principles and practice of municipal fund budgeting procedures.
- Significant knowledge of municipal budgeting and state and federal purchasing procedures and laws.
- Significant knowledge of automotive and equipment parts, supplies, purchasing and record-keeping procedures.
- Significant knowledge of hazardous materials management.
- Considerable knowledge of computerized programs such as Word, Excel and PowerPoint
- Considerable knowledge of vehicle and equipment computerized maintenance management systems.

#### **SKILL IN:**

- Operation of all equipment used in maintenance of roads, vehicle and equipment repair.

#### **ABILITY TO:**

- Establish and maintain an effective working relationship with superiors, subordinates, other County workers, and governmental entities and public contacts.
- Understand and follow both oral and written instructions.
- Prepare both oral and written records, documents, reports and correspondence for presentation to Public Works Director, other division heads, and Board of Commissioners.
- Learn and interpret state and federal statutes, administrative rules and County ordinances regarding procuring vehicles, equipment and parts.
- Work independently, making decisions and delegating responsibility and authority.
- Plan, organize, and supervise work of subordinates, working with sketches, blueprints, diagrams, repair manuals or oral and written instructions.
- Understand, comprehend and interpret County ordinances and state and federal purchasing procedures and policies.
- Demonstrate ability to read, write, comprehend, make arithmetic computations and communicate, both in written and oral form.

**MINIMUM EXPERIENCE AND TRAINING:**

Ten years of increasingly responsible experience in automotive and road equipment maintenance, repair and overhaul, including at least five years of supervisory or management experience. Course work and training in supervisory principles and management practices may be substituted for one year of supervisory experience.

Valid Oregon class A CDL preferred.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in home or office environments may risk exposure to people with irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*

*Requirements are representative of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.*