

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Fleet Services Manager

Department: Environmental/Public Works

Pay Grade: 513

FLSA Status: Exempt

Job Code: E745

JOB SUMMARY

This position serves as the Fleet Operations and Services Manager. Responsibilities include certain and specific managerial duties associated with the acquisition, lease, maintenance, repairs and disposal of vehicles and equipment which make up the City's fleet. Specific to maintenance and repair, this position serves as a liaison between the City's contracted fleet services providers and all department heads concerning all aspects of preventive and scheduled maintenance and repairs.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates with Fleet Maintenance Supervisor the daily work activities; organizes, prioritizes, and assigns work; monitors work activities and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Develops and implements appropriate Standard Operating Procedures and work place policies appropriate for fleet maintenance functions. Develops and implements appropriate training program that includes Automotive Service Excellence for light and heavy duty vehicle maintenance and repairs as well as maintenance and repair of emergency vehicles. Provides internal training to Fleet personnel on safety, vehicle maintenance and fleet software. Prepare periodic reports on fleet inventory, supply inventory, and training needs.
- Responsible to maintain the Fleet inventory using the fleet database software and maintain data for the financial Internal Fleet Services Leasing Fund Model. Responsible for optimizing fleet life cycle cost of ownership and adopting best practices for vehicle repair and maintenance.

- Assists with the compilation of budget information specific to contract and non-contract costs and establishes adequate controls to ensure adherence to budgetary / financial goals and objectives of the City in order to lease/purchase vehicles and equipment. Reviews and approves departmental fleet specification requirements and administers the bidding and purchasing/quoting and leasing of fleet vehicles. Provides input/recommendation for necessary components of Fleet Services internal service fund cost recovery rates.
- Works with departments to establish (and monitor adherence to) a preventive maintenance program including, but not limited to, oil changes, battery / fluid checks, tire repairs, brakes and any other routine maintenance services to ensure the safe and reliable operation of city vehicle's and equipment.
- Conducts standing meetings with department representatives for continuous process improvement purposes ensuring all aspects of fleet operations are being effectively managed on an on-going basis.
- Responsible for the development and communication of any and all fleet policies and procedures to outside fleet service providers, department heads and applicable City staff.
- Completes and maintains vehicle / equipment registrations including all tag and title documentation and works with Risk Management to ensure all City vehicles and equipment are adequately valued and insured.
- Obtains good working knowledge of fleet and fuel maintenance software applications / programs and develop effective reporting infrastructure for dissemination and review of fleet service information by department heads and other interested parties.
- Works with department heads, fleet service providers, purchasing manager and risk management to assist in the acquisition and disposal of vehicles and equipment which make up the City fleet.
- Analyzes, negotiates and administers contracts for fleet purchases/leases.
- Establishes policies and procedures and monitors fleet operations to ensure organizational compliance with all applicable Federal, State and local laws, regulations and or / ordinances.
- Works closely with Risk Management to develop and incorporate City safety and accident prevention programs designed to mitigate the rise of damage or injury to City employees, citizens, public and personal property.
- Acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on divisional activities.
- Assigns and reassigns personnel and equipment to meet fleet maintenance and operational needs along with verifying City drivers' current (MVR) motor vehicle report and current license status.
- Plans, directs, and organizes the activities of the Fleet Services Division providing acquisition, repair, maintenance, inspection, inventory, and assignment services for city departments.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's degree (Bachelor's preferred) in related field; five (5) years of experience in automotive service/repair work; five (5) years in a supervisory capacity; two (2) years' experience as a Fleet Team leader in a Municipal Fleet or an equivalent position for a

government/private fleet operation, automotive/truck/equipment dealership or large shop operation; two (2) years' experience preparing technical specifications for vehicles and equipment in a large public or private agency utilizing a wide variety of light and heavy vehicles and equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must possess and maintain a valid Georgia Driver's License; CDL preferred, including appropriate endorsements, with a satisfactory motor vehicle record (MVR).
- Possess or obtain and maintain three (3) Automotive Service Excellence (ASE) certifications.
- Certified Public Fleet Professional/Certified Automotive Fleet Manager preferred.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of shop organization and staff scheduling.
- Knowledge of maintenance and repair record keeping.
- Knowledge of automated Fleet & Fuel Management Systems and related databases.
- Knowledge of environmental regulations and programs relating to vehicles and maintenance facilities.
- Knowledge of procurement and financial practices, procedures, and techniques used to purchase/lease and maintain a wide variety of fleet vehicles and equipment.
- Knowledge of electronic and mechanical diagnostic equipment and procedures.
- Knowledge of inventory methods and procedures.
- Knowledge of sources of technical specifications and information related to fleet vehicles, peripherals equipment and shop equipment.
- Knowledge of technological development, improvement and trends in vehicle, equipment and fuels.
- Knowledge of current technology and trends in the profession.
- Knowledge of safety and hazardous materials regulations and Risk Management procedures in dealing with City vehicles and equipment damages.
- Ability to direct the development and implementation of City wide goals and objectives related to fleet maintenance.
- Ability to plan, review, train, and coordinate the work of subordinate staff.
- Ability to research and prepare technical specifications for vehicles and equipment.
- Ability to analyze data and prepare reports with recommendations on a wide variety of fleet and equipment.
- Ability to analyze vehicle usage, maintenance and cost data and make recommendations.
- Ability to monitor and audit fleet fuel usage from City fuel facility, Fulton County fuel facility, and Wright Express fuel cards.
- Ability to effectively communicate orally and in writing.
- Ability to provide prompt, efficient and responsive service.
- Ability to establish filing systems; prepare folders, records and files for documents and paperwork; implement records management and retention practices; photocopy

documents and distribute and/or file; and request information from other departments as necessary to complete records/files.

- Ability to operate a personal computer, telephones, copiers, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, databases.
- Ability to maintain department/program references such as purchasing manuals, street atlases, vendor lists, codebooks, training manuals, standard operating procedures, and mailing lists.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness, and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation,

gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.