

FLEET MAINTENANCE MANAGER

NATURE AND VARIETY OF WORK

This is responsible technical, supervisory and management level work responsible for administering, coordinating, and directing the daily inspection, maintenance and repair of a fleet of automobiles, trucks, buses, and other heavy motorized equipment at maintenance facilities within County government. The position incumbent directly supervises garage supervisors and may indirectly supervise automotive/vehicular mechanics, trades helpers, supply clerks, welders, and equipment service attendants. This position exercises considerable mature, independent judgment in administering the daily operation and accomplishes the work based upon established procedures. Policy guidance and general supervision is received from a Division Chief position.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Under direction of a Division Chief, performs general administrative duties as related to the responsible management of a fleet maintenance program, including policy formulation, planning, organizing, budgeting, personnel and logistics.

Directs a program of preventative maintenance repair and inspection of the County fleet of automobiles, trucks and special motorized vehicles; analyzes work methods, costs and other data to ascertain level of overall cost effectiveness.

Conducts inspections of vehicle maintenance facilities to consult with and observe performance of subordinates; determines status of operations, and insures conformance with prescribed standards.

Supervises, directs and reviews work of subordinate personnel; reviews status of incomplete projects and realigns priorities as needed to meet departmental and internal policy guidelines.

Directs a comprehensive emissions control program for the County.

Maintains liaison and consults with using activities and the public on policies and problems in order to assure that agency needs are met.

Coordinates the receipt/disposal of vehicles for the County government.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of fleet maintenance and repair practices; ability to supervise a large staff of employees.

Thorough knowledge of administrative practices and procedures involved in vehicle maintenance operations including budget preparation and analyses, financial accounting, inventory control through data processing.

Thorough knowledge of the occupational hazards and safety precautions of the automotive trade.

Ability to schedule, coordinate and direct operations concerning the repair and maintenance on automotive and related equipment.

Ability to manage major problems and conduct operations cost effectively.

Ability to deal effectively with County officials, vendors, and department representatives.

MINIMUM QUALIFICATIONS

Graduation from college with major course work in public administration, engineering or related subjects plus at least two (2) years of experience in fleet maintenance administration; or five (5) years of experience in fleet maintenance with at least three (3) years of responsible supervisory experience in budget preparation and analysis, inventory control, and logistics, personnel management, ADP controls, and financial management; or an equivalent combination of education and experience.

REVISED: 7/82

REVISED: 10/88