



CITY OF BANNING, CALIFORNIA

Fleet Manager

Job Code: 4410

FLSA [] Exempt [x] Non-Exempt

JOB DEFINITION: Under general direction of the Public Works Director/City Engineer, plans, prioritizes, assigns, supervises and administers all operations associated with the repair and maintenance of the City's fleet of vehicles and equipment.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Manages City fleet maintenance services in order to ensure Public Health & Safety. Develops, interprets and implements Department policies, goals and objectives. Develops and manages annual department budget. Manages daily operations to promote an efficient, safe and cost effective environment.

Tracks inventory and billing to ensure effective use of budget expenditures. Monitors department compliance with purchasing guidelines and regulations. Conducts quality control and safety inspections of fleet inventory. Assure that the City's fleet asset management program is implemented and accurate in order to provide the director with analysis and reports. Provide various reports to other departments as necessary. Provides technical and mechanical assistance to workers. Coordinate with contractors in providing contract services; solicit and collect bids according to City policies for large repairs. Prepare specifications for vehicle and equipment purchases. Communicates with vendors and contractors as necessary. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Performs final test drives following fleet and vehicle repairs.

Selects, assigns, evaluates and manages fleet maintenance work activities. Prioritizes, schedules and delegates work assignments of fleet maintenance staff. Identifies and implements new employee and on-going staff training programs. Assist the director in the development and administration of a fleet and equipment replacement policy and fund. Monitor and control supplies and equipment; order parts and supplies. Responsible for overseeing the operations of all of the fueling stations. Provides mentoring for employees to promote professional growth and high morale.

Establishes and maintains uniform practices and policies for an effective preventive maintenance program.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of file and records management principles.
- Knowledge of inventory control methods and techniques.
- Knowledge of bookkeeping and accounting procedures and principles.
- Knowledge of principles, practices and functions of fleet operations and services.
- Knowledge of developments, practices and terminology of fleet operations.
- Knowledge of equipment and supplies used in fleet maintenance.

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- Knowledge of techniques, materials, tools and equipment used in the maintenance of fleet facilities.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in analyzing operational problems, evaluating alternative solutions and adopting effective courses of action.
- Skill in preparing clear and concise reports, correspondence and other written materials.
- Skill in establishing and maintaining cooperative working relationships with those contacted in the course of the work.
- Skill in exercising sound independent judgment within general policy and administrative guidelines.
- Skill in administering safety programs and emergency operating procedures.
- Skill in understanding oral and written instructions.

MINIMUM QUALIFICATIONS: An Associate's degree in Business Administration, Management or related field **AND** ten (10) years of vehicle and equipment maintenance experience that includes five (5) years of management and/or supervision. A bachelor's degree is highly desirable.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a class A California commercial driver license and current D.O.T. medical certificate. Certified Automotive Fleet Manager certification is highly desired.