CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Fleet Manager** **UNION: 231**
SG: 8
DEPARTMENT: **Public Works – Operations** **CS: N**
FLSA: N
EEO4CODE: PR

JOB SUMMARY:

Manages, directs, supervises, and coordinates the financing, administration, maintenance, repair, acquisition and replacement of a city-wide fleet automotive and specialized equipment operation to provide cost effective, safe and reliable services to all City departments and various external customers such as Fire Districts, Western Washington University and the Port of Bellingham.

SUPERVISORY RELATIONSHIP:

Reports to the Public Works Superintendent of Traffic/Communications/Fleet & Facilities. Works under general guidance and direction as well as City, Departmental and division policies and procedures, and applicable federal, state and local regulations. Supervises fleet mechanics, service writers and parts buyers. Supervises temporary workers, consultants and outsourced contractors and vendors as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, assigns work, supervises, trains, motivates, reviews, and evaluates the performance of subordinates in the repair services and maintenance of a wide variety of municipal fleet vehicles and other specialized equipment. Recommends hire, trains, motivates and evaluates assigned personnel; provides and coordinates staff training; works with employees to correct deficiencies; initiates disciplinary and termination procedures in conjunction with management.

2. Develops and recommends policies and procedures for the efficient management of the government fleet vehicles and equipment and software systems. Establishes and oversees data-tracking practices including: fleet mileage, repair requests, fuel management, vehicle replacement rates, inventory, operations and maintenance rates. Determines, schedules, and coordinates purchase and retirement of fleet vehicles and equipment.

3. Develops and implements goals, objectives, policies and priorities to identify opportunities for improving Fleet services. Performs cost and data analysis, and identifies resources to reduce operating expenses and carbon footprint impacts. Reviews recommendations with appropriate interdepartmental management staff to implement improvements.

4. Oversees, directs and participates in the development and administration of the assigned Fleet annual budget; participates in the forecast of funds needed for adequate staffing, equipment, materials and supplies for replacement; performs cost-analysis, authorizes and monitors expenditures, and implements adjustments.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles of administrative management, including personnel rules, strategic planning, budgeting and effective employee supervision.
- Accounting principles, financial record keeping, and advanced analytical skills to perform cost/benefit analysis or employ other relevant financial tools for decision making.
- Theory, principles and practices of vehicle fleet cost control and preventative maintenance programs.
- Diagnostic and mechanical methods, materials, tools and standard trade practices of the automotive and heavy duty repair industry
- Advanced knowledge of computerized Fleet Management Software applications including GPS, replacement and fuel management systems.
- Principles, applications and physics of analog and digital electronics related to light and heavy duty mechanical operations and repair.
- Installation and removal of emergency public safety equipment such as mobile data terminals, power supplies, radios, lights, sirens and antennae in all types of fleet vehicles including land, air and water.

Skills in:

- Tracking and analyzing vehicle and equipment costs and usage patterns.
- Using electronic test equipment and software from all manufacturers of fleet equipment to diagnose vehicle codes and equipment problems and effect repairs, or to ensure proper performance.
- Reading and comprehending technical shop manuals, manufacturer's specifications, and troubleshooting guides used in the installation and repair of equipment.

Ability to:

- Communicate effectively and establish positive and productive relationships with co-workers, managers, customers, contractors and suppliers.
- Apply technical solutions to day-to-day problems with a thorough understanding of both customer and technical issues to promote cooperation in a stressful environment. Includes ability to research, understand and interpret to others information in complex technical manuals, blueprints, legal codes, drawing, schematics, etc.
- Demonstrated ability to identify and serve customers through excellent written and oral communication skills to interact effectively with diverse groups of people.
- Exercise strong management skills including planning and organizing, problem analysis and decision-making, management control, time management, leadership, interpersonal sensitivity and relationship building to provide for enhanced levels of excellence.
- Willingness and ability to accept "on-call" status and respond to off-hours situations, perform evening and weekend assignments.
- Perform computer data entry and software operations and work effectively with multiple software applications such as: fleet maintenance systems, e-mail, word processing, or spreadsheets in a multi-task environment with frequent interruptions.
- Lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Ability and willingness to demonstrate the Public Service competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Ability and willingness to teach and apply safe working procedures.
- Physical ability to perform the essential functions of the job, including:
    - Frequently operate a computer and read a computer screen or typewritten page;
    - Frequently communicate accurate ideas and information with others;
    - Stand or sit for long periods of time;
    - Move between work sites;
    - Correctable vision, hearing, and manual dexterity to execute work to close tolerances and perform assigned tasks.

- Independently lift and handle moderately heavy components and equipment weighing up to approximately 65 lbs.

WORKING ENVIRONMENT:

Work is performed primarily indoors in an office and at the Fleet Administration service facility, and may include extensive work at a computer workstation. Frequently interacts with co-workers and other city staff, as well as occasional interaction with members of the public. Environment includes a high range of noise and other distractors with everyday risks working around computer equipment and standard office equipment, as well as the everyday risks associated with automotive maintenance facilities.

Work will also include outdoor work and visits to meet with other City personnel, contractors, and other persons. Occasional emergency repairs may take place outdoors or at a customer's work site. Field conditions involve exposure to heavy traffic, sustained elevated noise, and extreme weather conditions with risk of exposure to hazardous chemicals. Performs on occasion mechanical tasks in limited spaces and awkward positions. The person in this position independently lifts and handles a variety of moderately heavy components weighing up to approximately 65 lbs. Works weekends, Saturdays, holidays, or emergency shifts. May also require occasional travel.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Business Administration, Public Administration, Accounting, or similar field, and;
- Four (4) years work experience as a fleet supervisor, manager, or other directly related experience.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State Driver's License required at time of hire and safe driving history as demonstrated through a three (3) year driving record abstract.
- Ability to respond to emergencies and work evenings and weekends when required by special circumstances.
- Certified Automotive Fleet Manager (CAFM), or ability to obtain within 1 year of hire.
- Ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.
- This position is also subject to drug testing requirements of the Federal Department of Transportation.
- Employment contingent upon criminal convictions and local background check.

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