

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Fleet Manager	Job Code: 2317
Date: September 10, 2014	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is administration, planning, and management of Vehicle Maintenance Service operations and employees within the Public Services Division of Public Works.

CLASSIFICATION STANDARDS: The single position assigned to this class is responsible to the Deputy Public Works Director - Public Services, and performs all work under his/her general direction. The work of this class is distinguished by its responsibility to oversee all aspects of Vehicle Maintenance Services.

ESSENTIAL DUTIES: Oversees and directs the activities, programs, and employees of Vehicle Maintenance Services, including ensuring efficient operation and productivity to provide the highest level of customer service to user departments; develops and manages various fleet programs, including preventative maintenance, recall compliance, and fuel card management; oversees and maintains a computerized fleet management and inventory control system; ensures all vehicles and equipment are inspected, registered, and licensed in accordance with applicable local, State, and Federal regulations; may perform the maintenance and repair tasks of fleet mechanics as needed.

Supervises, plans, and coordinates the work of assigned personnel and ensures work is completed accurately and efficiently; makes staffing decisions including hiring and firing staff; identifies, evaluates, and resolves personnel concerns; conducts performance evaluations and enacts discipline and/or employee recognition as needed; oversees and directs the training and development of assigned personnel; ensures compliance with the City's personnel policies and procedures; supervises record maintenance and reviews all reports, logs, work records, and documentation of subordinates; develops and manages safety programs for assigned personnel, including the coordination of all applicable risk management issues.

Develops and manages the Vehicle Maintenance Services budget, including oversight of the purchasing process and approval of expenditures to ensure fiscal responsibility; proposes and approves specifications for all contracts and equipment purchases including all motorized vehicles, trucks, trailers, heavy equipment and parts; manages and oversees surplus equipment transfers and the disposal of City owned vehicles and equipment; manages and oversees fleet facilities and coordinates its maintenance and repair with the Facilities Services Manager; ensures overall shop compliance with applicable ordinances and local, State, and Federal regulations; may perform the tasks of lower level fleet staff or other related duties as needed.

MINIMUM REQUIREMENTS: Four (4) years of administrative experience in fleet maintenance operations or a related field, including automated shop and inventory operations; and two (2) years of experience as a diesel, heavy equipment, automotive, or light truck mechanic; **OR** an equivalent combination of job-related education and experience [substituting each one year of post-secondary education/training for six months of experience].

License(s). A valid, lawful driver's license is required.