



Title: Fleet Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Director Public Works.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Certified Fleet Manager at time of hire. Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage the operation of the Fleet Division of the Public Works Department and is responsible for the operation, maintenance and repair of the automotive and equipment fleet. Establishes goals and objectives; develops policies and procedures for utilization, repair and management of equipment; prepares and monitors the budget; sets customer rates; forecasts staffing, equipment and materials; assigns tasks and schedules; communicates organizational changes; prepares regular reports; works with other departments, co-workers, and the general public; reviews specifications for new equipment; evaluates proposals; researches supplies and equipment; coordinates activities with other departments.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Prepares and administers the annual budget. Forecasts revenues and expenditures; sets rates for fleet customers; presents proposals for approval; authorizes payments and monitors expenditures for recommended adjustments.
3	Updates policies and procedures. Establishes goals and objectives; reviews current policies; sets guidelines for objectives; reviews and evaluates work products, methods, and procedures; develops work plans; oversees computerized maintenance information.
4	Completes special projects and tasks. Prepares specifications and requirements; coordinates activities with other departments; attends meetings and serves on committees and teams; ensures department meets goals and objectives.
5	Defines replacement strategies. Develops equipment and fleet replacement policies; researches purchases; provides regular updates; works with departments; advises of new trends and policies.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, hard hat, eyewear, gloves.