

ASSISTANT FLEET SERVICES DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: An Assistant Fleet Services Director is responsible for planning, organizing, coordinating, staffing, and directing the activities of either the West or East side maintenance facilities of the Fleet Services Department. Work includes directing the effective and efficient maintenance, repair, purchase, and disposal of City vehicles and equipment, and planning and managing inventory controls, maintenance programs, computerized information systems, fuel systems, and specifications and standards. In addition, this employee supervises a staff of supervisors and other personnel and has overall responsibility for equipment management, program administration, and budget preparation and administration. This class is responsible for performing related work as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. An Assistant Fleet Services Director exercises considerable independent judgment in ensuring compliance with federal and state mandates and regulations pertaining to emissions inspection, fuel and oil storage, hazardous materials, pollution prevention, etc.; vehicle and equipment maintenance and repair work meet the required standards; and work is performed effectively and timely with the highest level of quality service achieved for shifts at a maintenance facility. An employee in this class receives administrative supervision from the Fleet Services Director, who reviews work through reports, conferences, and overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications. Graduation from high school or GED. Extensive (5+ years) experience in the maintenance and repair of automotive and diesel equipment, including considerable (3 - 5 years) supervisory experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in technical specification work and analyzing automotive and heavy equipment operation and cost-effectiveness is highly desirable. A Bachelor's Degree from an accredited college or university with a major in Mechanical Engineering, Business Management, or a related field is also highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with representatives of different City departments to discuss equipment usage and determine equipment needs. Communicates with management, subordinate employees, public officials, contractors, vendors, representatives from other agencies, and the general public in order to establish and maintain effective working relationships. Communicates with shift supervisory personnel to coordinate repair and maintenance work. Instructs and trains subordinates. Makes presentations to City Council. Provides the Fleet Services Director with status reports on objectives achieved, problems encountered, and suggested operational improvements. Prepares and updates schedules and a standby duty roster to ensure the availability of emergency call-out personnel. Recommends modifications to equipment. Prepares written equipment recommendations, performance

appraisals, detailed bidding specifications for the purchase of new and replacement vehicles and heavy equipment, bid proposals, performance appraisals, newspaper advertising for auctions, various reports, etc.

Manual/Physical: Reviews, inspects, and evaluates vehicles, working conditions, and the work of subordinate-level employees to ensure compliance with established operating and safety procedures and all applicable federal, state, and local laws and regulations. Reviews bids and quotations from vendors. Collects auction proceeds and provides the City Auditor with a financial reconciliation of transactions. Performs parts and fuel inventories. Obtains estimates and pictures of damaged vehicles for accident packets and provides information for insurance reports and claims. Completes information checklists. Assigns fuel cards and vehicle numbers, and obtains titles for City-owned equipment. Operates a variety of standard office equipment including a personal computer, facsimile machine, copier, and calculator. Meets scheduling and attendance requirements.

Mental: Plans, organizes, directs, and coordinates resource utilization in one of the maintenance facilities of Fleet Services, as well as the overall maintenance, repair, and service of a wide variety of vehicles and equipment. Directs the preparation and submittal of federal and state applications for bulk storage and the distribution of gasoline, diesel fuel, and lubricants. Prepares and administers the division budget. Develops and implements changes in operational procedures, staffing, materials used, etc., in order to improve overall program productivity. Develops work policies, preventive maintenance and repair standards, service schedules, quality control programs, and shop equipment, auto parts, and fuel inventory control procedures. Administers the warranty repair program involving eligible equipment. Coordinates Fleet Services activities with those of other cities, agencies, and City departments. Prioritizes various work assignments. Resolves procedural, operational, and other work-related problems. Analyzes equipment costs, useful life, fuel usage, maintenance needs, and other factors to determine operational costs and the most economical equipment turnover periods. Conducts research and analyzes shop operations, repair histories and trends, and budget and financial data to ensure overall effectiveness and efficiency. Performs mathematical calculations, statistical computations, cost analyses, etc. Evaluates the quality of maintenance and repair work. Estimates labor and material costs. Understands and interprets blueprints and schematic drawings to assist in vehicle procurement. Comprehends and makes inferences from written material. Learns job-related material in classroom settings. Supervises, plans, and evaluates working conditions, test results, and the work of subordinates to ensure compliance with established safety and operating procedures and applicable federal, state, and local laws and regulations. Coordinates the following: new equipment demonstrations; equipment purchase training classes; repair work on fuel storage and dispensing equipment, including leak detection systems; various screens and programs of the equipment information system; and the Fleet Services Department's equipment and vehicle auctions. Determines equipment suitability and the use of alternative types of equipment. Analyzes the following: the utilization of fleet units to make recommendations for discontinuance, reassignment, or rental; bid packets submitted by Purchasing for vehicles and heavy equipment; equipment costs and useful life; and operating cost data. Understands and interprets blueprints and schematic drawings, and comprehends and makes inferences from written material.

Knowledge and Abilities:

Knowledge of:

the principles and practices of fleet management, operation, and maintenance;
heavy-duty mechanical repair shop methods, materials, equipment, and tools;
federal and state regulations relating to vehicle maintenance facility operations;
computerized systems utilized as both managerial and financial aids;
automotive and mechanical repair, maintenance, and testing methods;
the maintenance needs of automotive and mechanical equipment;
specification analysis and equipment specification and bidding procedures;
federal, state, and local Underground Storage Tanks (UST) laws and regulations;
computerized parts inventory, fuel disbursement, equipment management information, and other data collection and reporting systems applications;
the general training needs of, and the techniques, practices, and materials used by mechanics, service workers, and other fleet management and maintenance personnel;
equipment specifications and bidding procedures;
modern principles of organization and management;
the principles and practices of employee supervision, evaluation, and training; and
the needs of other City departments as related to vehicles and equipment.

Ability to:

plan, organize, staff, direct, and coordinate the overall work activities of a maintenance facility of the Fleet Services Department;
evaluate the quality of repair jobs and the performance of professional, technical, and administrative staff;
prepare detailed, written bidding specifications for the purchase of new and replacement vehicles and heavy equipment;
coordinate and direct the Fleet Services equipment and vehicle auctions;
conduct cost studies and analysis;
develop and present clear and concise reports;
manage the CNG and liquid fuel programs;
organize maintenance and repair facilities to meet fluctuating and unusual demands;
analyze shop operations, discern problems, and provide feasible solutions;
prepare and monitor a division budget for Fleet Services; and
establish and maintain effective working relationships with upper management, subordinates, other City employees, vendors, contractors, and public officials.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Industrial Code 1/15

PK/fl/hn

CS5331.DOCX

PAY GRADE: 55

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8380

JOB FCTN-ADM

SWORN-No

INCREMENTS 81-200