

## FLEET SERVICES DIRECTOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Fleet Services Director is responsible for planning, organizing, coordinating, staffing, and directing the activities of the Fleet Services Department. Work includes planning and directing the effective and efficient maintenance, repair, purchase, and disposal of City vehicles and equipment. In addition, the 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 performs related duties as required.

**Commercial Motor Vehicle (CMV) Operation Assignment:** The incumbent has been authorized by Human Resources to intermittently operate a City CMV and will be required to: maintain a valid Department of Transportation (DOT) Medical Examiner's Certificate; maintain a valid commercial driver's license (CDL) of the appropriate class and with the appropriate endorsements, and without an airbrake restriction; and, will be subject to all applicable Federal Motor Carrier Safety Administration (FMCSA) regulations, Arizona Revised Statutes (ARS), Arizona Administrative Code (AAC), and City Policies regarding licensure, drug and alcohol testing, and safe CMV operation.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Fleet Services Director is supervised by the Deputy City Manager who evaluates performance through conferences, reports, and results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Mechanical Engineering, Business Administration, Public Administration, or a related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

**Special Requirements.** Must complete Department of Transportation (DOT) Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience in public sector fleet management is highly desirable. Graduation from an accredited college or university with a Master's Degree in Public or Business Administration, or a related field is preferred.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with other City employees, management, and public officials in order to exchange data related to the activities and job responsibilities of the Fleet Services Director. Prepares

written documents, letters, and memos to provide the Deputy City Manager with status reports on objectives achieved, issues encountered, and recommended operational improvements.

**Manual/Physical:** Reviews the work products of others to ensure compliance with required policies as defined by the City Council, City Manager, and Deputy City Manager. Operates standard office equipment to perform functions of position.

**Commercial Motor Vehicle (CMV) Operation Assignment:** Operates a single motor vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more requiring a class B CDL; a combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more requiring a class A CDL; or any single vehicle or combination of vehicles used in the transportation of hazardous materials requiring a class C CDL or class A/B CDL hazardous materials endorsement. Follows FMCSA regulations, State statutes, and City Policies regarding licensure, prohibited drug and alcohol use, and safe CMV operation.

**Mental:** Plans, organizes, directs, and coordinates resource utilization in Fleet Services. Supervises and evaluates the work of subordinate administrative staff. Prioritizes and assigns work to administrative personnel. Resolves procedural, operational, and administrative problems by communicating with Fleet Services Department management, City management, and other department personnel. Coordinates program functions with other City departments. Develops divisional policies and procedures, short- and long-term objectives, and Mission Statements. Conducts research and analyzes recommendations, requests for bids and purchases, and statistics in order to develop policies and procedures. Oversees the preparation of, and administers, the Fleet Services Department budget. Comprehends and makes inferences from written materials.

**Knowledge and Abilities:**

Knowledge of:

the theories, principles, and practices of effective public administration, with special reference to departmental personnel and budget administration;  
the activities, objectives, and ideals of fleet service programs;  
governmental organization and management, including informational needs and operational procedures observed in the maintenance of records and preparation of reports;  
basic principles of organization and budget preparation; and  
the theories, principles, techniques, and applications of fleet services to a City government.

Ability to:

plan, organize, staff, direct, and coordinate the overall work activities of the Fleet Services Department;  
prepare and monitor the budget for Fleet Services;  
analyze information, statistics, and reports on divisional activities;  
establish and maintain effective working relationships with staff and City officials;  
resolve complex problems involving diverse functional areas;  
develop plans designed to maintain and/or enhance efficiency, inter-divisional efficiency, and responsiveness; and  
make effective oral and written presentations.

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 1/24

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JOB FCTN-ADM

PAY PLAN E01-E18

PAY GRADE: E10

IND-9410

SWORN-No