

## **FLEET MANAGEMENT, DIRECTOR OF**

### CODES/PAY RANGE

Class Code: 2425      EEO Code: A      FLSA: E      Pay Range: D

### MAJOR FUNCTION

Highly responsible management work of a large diverse fleet using multiple facilities to service automobiles, trucks, and light and heavy construction equipment, fire fighting apparatus and small engine mechanical equipment.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, organizes, directs, supervises and evaluates work performance through a staff of professional subordinates.

Develops and implements policies, programs and activities that are in the best interest of the county and directed toward increased efficiency, productivity, safety and quality for the use of, and maintenance of, vehicles and equipment.

Plans and directs the fleet management, maintenance and vehicle fueling program of the County.

Responsible for the maintenance and repair of all County owned vehicles, heavy equipment, motorcycles, and any other equipment. Plans and directs the preventative maintenance program.

Uses computer systems for record retention, shop management, periodic report preparation, and various analytical functions.

Works with user divisions to identify their equipment requirements, repair needs and maintenance priorities.

Prepares specifications for the purchase of vehicles and equipment. Analyzes equipment maintenance and operating costs. Recommends equipment turnover to control maintenance and operating expenses. Analyzes equipment breakdown and down time in order to recommend more efficient equipment and methods of operation.

Prepares and administers annual budget. Approves all requisitions and purchases for Equipment Maintenance Services activity.

Plans for future expansion and modernization of the fleet and facilities to accommodate

growth  
and promote efficient operations.

Performs related work as required.

#### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of sound management practices and principles as related to the operation of a large fleet management program. Knowledge of a preventive maintenance program. Knowledge of the competitive bid process. Sufficient computer knowledge to use and manage work using computer systems.

Ability to coordinate with various departments and divisions in compiling equipment and vehicle specifications. Ability to plan, direct, and supervise a large staff of technical personnel. Ability to prepare and implement an annual budget. Ability to prepare cost breakdowns. Ability to analyze present methods of operations to make appropriate changes to improve productivity and efficiency. Ability to plan and utilize computer assisted management techniques. Ability to effectively communicate orally and in writing.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Industrial Management, or related field, and five (5) years in the administration and management of a large fleet maintenance program that includes a large repair facility.

Comparable experience, education and training may be substituted for the minimum qualifications.

#### ADA REQUIREMENTS

Physical Demands: Sedentary work.

Environmental Demands: Inside work. Ability to tolerate fumes, odors, noise, vibration. Limited exposure to chemicals.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes; specifications. Ability to perform shop math and complete general mathematical functions. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97  
Replaces 10/94