

## **FLEET OPERATIONS MANAGER**

### **MAJOR FUNCTION**

This is a technical position providing management and supervision for the day to day operation of the fleet maintenance function, including scheduling vehicles for repairs and service, and monitoring the activities of assigned personnel.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Manages the fleet maintenance shop and parts sections, while providing administrative assistance for the Department Director in a variety of administrative functions, including management of operational programs, and special project coordination.
- Manages the daily assigning of work and ensuring the completion of tasks. Reviews completed work for completeness and accuracy.
- Schedules vehicles for repairs and service. Prepares both written and oral reports upon request.
- Makes procedural and operational recommendations to the director, and supervises changes in organization and administrative operation of the shop area as directed.
- Assists in the establishment and implementing employee training, shop safety program and the tool inventory procedures.
- Provides inputs for purchasing of new vehicles/equipment, and shop tools and equipment. Coordinates outside repairs with vendors and monitors progress.
- Remains available for emergency situations in an on-call status after regular work hours.
- Obtain estimates on accident vehicles, checks in new vehicles, audits parts to obtain status of items ordered and in stock. Coordinates the disposal of all County vehicles/equipment deemed in excess.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

## **FLEET OPERATIONS MANAGER**

### **SUPERVISION**

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Associates degree or equivalent from two-year college or technical school; with five years experience in a supervisory capacity over a skilled mechanics staff servicing a moderate to large scale fleet; or equivalent combination of education and experience.

#### **Licenses**

Possess a valid Florida Commercial Driver License Class B.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **Problem Solving Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written,

## **FLEET OPERATIONS MANAGER**

oral, or diagram form.

- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

### **Specialized Skills and Abilities**

- Ability to communicate tactfully and courteously with business and public management officials and employees.
- Ability to plan, and organize work. Strong organizational skills, ability to prioritize tasks, analyze data, and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate the following machines and equipment: a computer, calculator, telephone, fax machine, copy machine, pickup truck, and other general office equipment in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly occasionally be required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to fifty pounds, is frequently required to use hands to finger, handle or feel, talk or hear. Special vision requirements are close, color, and peripheral vision depth perception, and the ability to focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals and risk of electrical shock; regularly be exposed to moving mechanical parts, fumes, or airborne particles, and outdoor weather conditions. The noise level will be moderate to loud.

Established: 8/00	Category: 1
Pay Grade: 19	Status: E
Job Description Number: 1126	Revised: 6/2003