



CITY OF DAVIS
Human Resources
23 Russell Blvd
Davis, CA 95616

<http://www.cityofdavis.org/>

INVITES APPLICATIONS FOR THE POSITION OF:
Fleet Manager

An Equal Opportunity Employer

SALARY

\$35.53 - \$43.18 Hourly \$2,842.40 - \$3,454.40 Biweekly \$6,158.53 - \$7,484.53 Monthly
\$73,902.40 - \$89,814.40 Annually

OPENING DATE: 01/13/16

CLOSING DATE: 02/04/16 05:00 PM

THE POSITION

A City of Davis online employment application must be submitted to be considered for this position; paper applications will not be accepted.

POSITION

Under direction plans, organizes, oversees, coordinates, and reviews a comprehensive program for fleet and equipment maintenance, purchase and disposal services within the Public Works department; to perform a variety of administrative and technical tasks relative to repairing, maintaining, and modifying motor vehicles and other equipment used by the City of Davis; and perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level position. Positions in this class are distinguished from lower level positions by the responsibility assumed for planning, developing and overseeing the work of the fleet maintenance crews and monitoring and assisting in the preparation of the fleet services operating plan and budget. The class provides recommendations to division management relative to repair and replacement of vehicles and oversees a program of maintenance and service of the fleet. The incumbent is expected to maintain a continuing awareness of conditions of fleet maintenance and replacement needs within the City and is responsible to coordinate staff work schedules through subordinate supervisors, maintain a maintenance records management system and coordinate maintenance activities with the needs of personnel in other City departments and community groups.

EXAMPLES OF DUTIES

Essential functions include, but are not limited to, the following:

- Assist in the development, implementation and monitoring of goals, objectives, policies, procedures and work standards for the division.
- Assist with preparation of program budget estimates, identifying operating cost, procurement of vehicles and equipment, replacement parts and materials, and cost of

outside contractual services; prepare detailed cost estimates with appropriate justification as required.

- Make policy recommendations and establish administrative procedures for all vehicle and equipment requirements pertaining to the processing of vehicle and equipment purchase requests, acquisition, assignment, usage, operation, repair, preventive maintenance, and fueling.
- Evaluate vehicle and equipment needs of varied users; assess automotive market data; perform economic analyses; investigate vehicle buying or leasing options; develop specifications and bid documents.
- Coordinate the selection and acquisition of vehicles and equipment based on functionality, efficiency and life-cycle costing and meets environmental goals, including the use of alternative fueled vehicles.
- Direct and maintain the operation of a computerized system for tracking vehicles and equipment, maintenance, parts inventory, fuel, shop labor, and costs.
- Conduct utilization studies and evaluate the condition of fleet on an on-going basis; make recommendations on size and composition of fleet and establishment of replacement criteria; conduct vehicle and equipment disposal program, including auction management and forecasting salvage value.
- Develop, coordinate and supervise a comprehensive vehicle preventive maintenance and repair program for the City automotive equipment, heavy equipment and other special equipment.
- Prepare, develop and manage the operating budget and the budget for vehicle replacement including the development of rental rates, charge back policies and costs of operation, maintenance and replacement of city vehicles and equipment.
- Oversee registration and renewal licensing records and submit information to the Department of Motor Vehicles in a timely manner
- Coordinate with contractors in providing contract repair and maintenance services.
- Administer and supervise fuel distribution services.
- Develop policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations.
- Respond to emergencies as required; coordinate activities with other responders to provide effective response; direct the work of staff and utilization of resources to affect repair and ensure the safety of the community.
- Plan, organize, assign, and review the work of assigned staff involved in fleet operations.
- Apply City purchasing policies and procedures.
- Select, train, supervise, and evaluate assigned personnel.
- Train staff in work procedures; provide policy guidance and interpretation.
- Inspect work in progress and repair activities to assure completion and compliance with policies, procedures, and standard trade practices.
- Review productivity records of work force and operating procedures to identify work areas requiring improvements and revise procedures as necessary.
- Monitor the training of fleet maintenance staff in the proper use and safe operation of equipment and materials, and the accepted methods of performing fleet maintenance and repair and related projects.
- Develop and standardize maintenance and operating procedures and methods to improve the efficiency and effectiveness of maintenance operations.
- Compile narrative and statistical information; maintain records, prepare written reports, financial estimates and grant applications.
- Prepare a variety of reports, memoranda, and correspondence.
- Maintain accurate records and files.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Deal effectively with citizens, community groups and city staff.
- Participate in committees or on special projects, as assigned.
- Attend work or project related meetings outside of normal work schedule, when requested.

- Serve as staff and provide recommendations to various city and citizen advisory boards and committees as assigned.
- Serve as city representative for all local and national meetings as assigned.
- Other reasonable duties as assigned by supervisor.

TYPICAL QUALIFICATIONS

Knowledge of:

- Principles and practices of general vehicle and equipment maintenance, operating and repair characteristics of a variety of gas, diesel and alternative fuel vehicles and light and heavy equipment.
- Vehicle acquisition, licensing and disposal procedures.
- Compliance to all pertinent local, state and federal laws, ordinances, rules, regulations, and guidelines relevant to assigned duties.
- Principles and practices of organizational analysis and management, budgeting procedures and techniques.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Methods of estimating time, labor, materials, and equipment necessary to perform assigned work.
- Principles and practices of safety management and application.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Principles and practices of budget development, administration, and accountability.
- Contract specifications, bidding, administration and management.
- Standard office practices and procedures, including the operation of standard office equipment such as computers and computer software programs relevant to assigned duties.
- Business Math.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures and work standards for the fleet maintenance program.
- Supervise, train, evaluate, and direct the work of subordinate staff.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Develop cost estimates for supplies and equipment.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Understand, interpret, analyze, and enforce, pertinent city and department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Plan, organize, direct, coordinate and review the work of self and assigned maintenance, and support staff.
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Perform arithmetical calculations accurately and quickly.

- Troubleshoot maintenance problems and determine labor, materials and supplies required for repair.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Organize, implement, and direct multiple operational activities and projects.
- Prepare clear and concise reports, correspondence, procedures and other written materials.
- Use computer as needed for project management, recordkeeping, communication, and documentation.
- Understand and apply principles of mechanics and vehicle repair to fleet maintenance operations.

Experience and Training

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of increasingly responsible experience in fleet management, vehicle maintenance or operations, including two years of supervisory experience. Equivalent to a Bachelor's degree from an accredited college, university, vocational, or trade school, with major coursework in public administration, business management, automotive repair, or related fields. Additional experience as outlined above may be substituted for the education on a year-for-year basis.

License or Certificates

- Possession of, or ability to obtain and retain, a California driver's license.
- Possession of, or ability to obtain CA Underground Storage Tank (UST) System Operator Certification.

May need to possess a valid California Class A or B driver's license as required by the position. Per DOT regulation, positions that require Class A or B driver's license will be required to have a pre-employment drug test and will be subject to random and other alcohol and drug testing.

PHYSICAL/SENSORY REQUIREMENTS

Requires the mobility to work in both an office and a field environment. Intermittently walk, stand, kneel, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; work at a desk for long periods of time; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 50 pounds or less. Drive motorized equipment and vehicles; use hand and power tools and equipment; maintain effective audio-visual discrimination and perception needed for matching color codes/wires; making observations; communicating with others, reading and writing, operating equipment, and to see and read characters on a computer screen. Use a telephone to communicate verbally. Maintain mental capacity that allows for effective interaction and communication with others.

SUPPLEMENTAL INFORMATION

FINAL FILING DATE

Online applications will be received by the Human Resources Office until **5:00PM, Thursday February 4, 2016**. **A City of Davis online employment application must be submitted to be considered for this position; paper applications will not be**

considered. You will find the online application and brochure at the City of Davis website:
<http://www.cityofdavis.org/jobs>.

EXAMINATION INFORMATION

The most qualified applicants -- based on the information provided on the application form, resume, etc. -- will be invited to participate in the election process. Selection for this position will include an oral board interview before a qualifications appraisal panel to establish an eligibility list to be used by the hiring department to make the final selection. A written and/or practical examination may be required as a part of the selection process.

EQUAL OPPORTUNITY

The City of Davis encourages applications from qualified women and minorities. All employment decisions are made on the basis of qualifications without regard to race, religion, color, sex, national origin, disability or sexual preference.

NOTES

Information contained herein does not constitute either an expressed or implied contract and the provisions are subject to change. According to the Federal Reform and Control Act, the City of Davis is required to hire only U.S. citizens or aliens lawfully authorized to work in the United States.

If you require accommodation during any phase of this recruitment process, please contact the Human Resources office at (530)757-5644 or TDD (530)757-5666.

The City of Davis has a no smoking policy for all city facilities.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofdavis.org/>

OR

23 Russell Blvd
Davis, CA 95616

EXAM #00289
FLEET MANAGER
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