



FLEET SUPERINTENDENT

\$73,416 - \$97,884 Annual Salary Plus Excellent Benefits
(Salary Scheduled to Increase to \$74,880 - \$99,840 effective 7/1/16)

Closing Date for Application Packets: Monday, June 13, 2016

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **five (5) required items that must be submitted** in order for you to be considered:

- A completed City of Gilroy/CalOpps online application form with supplemental questions completed.
- A detailed resume that highlights your related skills and experience.
- Cover Letter that explains your specific interest in the Fleet Superintendent position with the City of Gilroy.
- A list of five work-related references with contact information (*Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.*)
- Copy of current DMV driving record report (go to any DMV location) or on-line at www.dmv.ca.gov

(There are several ways to submit the above required items: they may be uploaded as an attachment to your on-line application, mailed, or dropped off at the Human Resources Department.)

ABOUT THE POSITION

GENERAL DESCRIPTION: Under the general direction of the Human Resources Director/Risk Manager, manage, plan, coordinate, participate in, and supervise the activities of the Fleet Section including all new vehicle purchasing, vehicle maintenance, and vehicle disposal. Assigned functions are equipment and vehicle mechanic services which City personnel and contractors provide. This is an exempt, mid-management level position that is charged with managing the Fleet function to include related regulatory compliance requirements and reporting. Work is performed using considerable independent judgment and initiative and is reviewed by means of conferences and analysis of objectives and results accomplished.

The Fleet Division is staffed by the Fleet Superintendent and three full-time Equipment Mechanics. Additional contract services are used for body work and some other specialized fleet services.

The Ideal Candidate will:

- Possess exceptional leadership, management, supervisory, and oral/written skills preferably in municipal setting.
- Have at least six years of consistent and progressive fleet management experience in support of a similar fleet operation for a local government.
- Have hands on experience procuring and maintaining police, fire, and public works related vehicles and equipment.
- Have strong grant writing and grant administration skills related to procurement of light duty transportation vehicles, alternative fuel vehicles (i.e. compressed natural gas vehicles and/or liquid propane gas vehicles), and heavy duty electric vehicles.
- Have a high work capacity with the ability to manage personnel along with a very busy workload with competing project deadlines.
- Be a highly motivated self-starter that requires very little direct supervision.
- Have interpersonal skills that include clear and creative communication to understand and resolve various fleet-related issues.
- Have strong computer skills with the ability to effectively use technology to get the job done efficiently.
- Have participated in recent related training and education programs to keep fleet management knowledge and skills current.
- Be involved in various fleet groups and organization focused on current and future trends in the municipal automotive industry.
- Be highly reliable and dedicated to the city's fleet management services to include working extended hours, evenings, weekends, and holidays to get the job done.
- Have a positive, "can do" attitude with excellent customer service skills.

First Year Projects/Key Items:

- Review specifications and procure a waste water (sewer) flusher truck (Vactor) in FY 17.
- Conduct mid-point and final inspections per specifications for a Type I fire pumper currently being pre-constructed in Appleton, WI (Pierce Manufacturing) with a delivery date of February, 2017.
- Review specifications and begin procurement process to purchase an additional Type I fire pumper to be purchased in FY 18.
- Review specifications and begin procurement process to purchase a street sweeping vehicle for the Public Works Department in FY 18.
- Depending on the timelines related to the opening of a new 4th fire station in Gilroy, review specifications and begin procurement process to purchase fire vehicle designated for this new station likely in FY 18.
- In anticipation of vehicle life cycles and accrued mileage on several police patrol vehicles, use the State of California purchasing contract to secure up to 12 police patrol vehicles. Coordinate the outsourcing process to complete the outfitting of Code 3 equipment on the patrol vehicles so they can be deployed in FY 18.
- Use Mainsaver program and data records on vehicles and equipment to continually assess fleet downtime and costs and to make necessary replacement recommendations and decisions.
- Join and orient to the city's Accident Review/Risk Management Committee and City-Wide Safety Committee and become a contributing, added value member of both work groups providing expertise related to fleet matters.
- In cooperation with the City's Chemical Control Unit, manage the third party inspection process for the city's underground fuel storage tank system.

EXAMPLES OF DUTIES:

- Plan, organize and schedule activities related to fleet and equipment maintenance; establish work priorities involving vehicle and equipment maintenance, repair, and purchases/replacements; plan and schedule fleet and equipment maintenance/repair activities; develop programs for routine and preventive maintenance of vehicles and equipment.
- Receive, evaluate and process work requests from City departments; establish divisional goals and objectives and determine work priorities and methods of achieving goals and objectives.
- Apply City and Department policies, procedures, rules and regulations pertaining to the work and the work group; establish divisional policies, procedures and rules pertaining to the work group.
- Manage and supervise subordinate employees; prepare and present work appraisals and performance evaluations; initiate disciplinary action as necessary; and identify and/or resolve subordinate complaints; provide and/or conduct staff training.
- Coordinate computerized system to track vehicles and equipment, work orders, time and materials, and prepare periodic charge-back reports.
- Coordinate projects and vehicle/equipment purchase with other City work units and outside contractors; assist in the determination of the need for use of contractors; prepare contract documents, vendor qualifications and Request For Proposal (RFP) specifications and requirements; participate in vendor/contractor selection; administer contracts.
- Inspect work by employees and contractors in progress and upon completion to insure compliance with standards and specifications; advise customer departments of work in progress, operating problems and actual or potential delays.
- Perform diagnostics and repairs on specialized vehicles and equipment as may be required or in emergency situations.
- Develop and administer the five-year operating budget and the 20-year capital improvement budget, and monitor expenditures; recommends changes to the budget and provides documentation to support recommendations; perform budget analysis and project cost of divisional operation including staffing, equipment and supplies; develop cost of vehicles and equipment maintenance and replacement; project the useful life of vehicles and equipment and develop and recommend replacement schedules.
- Prepare and distribute a monthly fuel consumption report to the Executive Group for all departments.
- Prepare and coordinate surplus vehicles and equipment for disposal to a third-party auction company.
- Prepare an annual Reporting Transmittal for the State of California Fleet Smog Check Program.
- Prepare and maintain accurate documents to comply with the State of California Biennial Inspection Terminals Program.
- Prepare and submit required annual reporting documents to the State Board of Equalization and the State of California Department of Toxic Substance Control.
- Manage and coordinate all Underground Fuel Storage and automated fuel data system for required testing by a third-party contractor to comply with all local, county and state regulations.
- Manage and maintain accurate and important documents to comply with the Department of Motors Vehicle regulations.
- Prepare periodic reports and summaries; and direct and participate in the maintenance of necessary records.

- Respond to questions, complaints and emergency calls and take appropriate courses of action.
- Responsible for the maintenance of safe working conditions and practices. May serve on the city-wide safety committee and/or accident review/risk management committee.
- Serves as a liaison to City departments and other agencies relative to assigned areas of responsibility.
- Assist in the selection process for assigned personnel. May participate on an oral or practical board with other inter-city departments and other government agencies.
- Attend and participate in multi division/department boards, committees or work groups related to fleet operations.
- Attend and participate in professional groups and organizations to network and stay abreast of new trends and innovations in the field of fleet management as well as the automotive industry.
- Perform related work as required.

QUALIFICATIONS

- Education equivalent to an AA degree in automotive technology, automotive/equipment maintenance or a related field. The City of Gilroy retains the sole right to determine equivalency of education.
- Six (6) years of recent experience in fleet and equipment maintenance and repair, including two (2) years of supervisory experience at a lead worker level or higher. Experience with large and/or specialized vehicles such as fire engines, police cars and Sewer System Trucks, vehicle purchasing programs, and environmentally friendly vehicles is strongly desired.
- Additional years of related experience may be substituted for up to two years of the required education with one additional year of experience equaling one year of the required education.
- Possess at least three valid ASE or equivalent certifications at time of hire and be willing and able to obtain additional ASE certifications that would assist in the performance of the job. The City of Gilroy retains the sole right to determine equivalency of certifications.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). May be required to obtain and maintain a valid Class A California Driver License within twelve (12) months of hire. May be required to obtain endorsements. May be required to participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
- Pass a post-offer medical examination, which includes a drug test.
- Is subject to weekend work, work on holidays, variable shifts and call back.
- Prefer bilingual (English/Spanish).
- Pass a Department of Justice criminal record check and background check for employment.
- Prefer non-tobacco user.

COMPENSATION AND BENEFITS

Health Allowance and Flexible Benefits Plan

Depending upon the number of dependents the health allowance ranges from \$700.97 to \$1,851.12 per month for core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care and medical and dependent care accounts are also available. A term life insurance policy equal to annual salary, long-term disability plan, and an employee assistance plan are provided at City expense.

Other Benefits

The City currently offers the PERS 2.5% at 55 pension plan for "classic" members and 2% at 62 for "new" members. Currently, the city pays the full employer portion of the retirement contribution for "classic" members and 50% of the total normal cost for "new" members. The "classic" member contribution of 8% is a pre-tax payroll deduction; "new" members shall pay 50% of the total normal cost as set by CalPERS. **Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013.**

Vacation, Sick Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of city of Gilroy service. Employees accrue eight hours of sick leave each month. Employees receive 44 hours of personal leave time and 56 hours of administrative leave time in July of each fiscal year which must be used during the fiscal year. The City observes 10 paid holidays each year.

Payroll

All City employees are paid monthly, on the last business day of each month via direct deposit.

Representation: Persons appointed to this position are covered by the Gilroy Management Association (GMA) Memorandum of Understanding and Supplemental Agreements. Employees have the option to join GMA membership.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on Calopps.org (Member City: Gilroy). You must file your responses via the on-line application process.

Supplemental Questions:

1. Please describe in detail your six or more years of direct work experience in the area of Fleet Management and Fleet Maintenance. Include in your response the dates of employment associated with the experience along with the name of the employer. Include your fleet experience that is most closely related to local government fleet operations in support of police, fire, public works, community development, and recreation services.
2. Describe in detail your fleet procurement experience to include the specifications, pre-construction and outfitting of the following vehicles and equipment:
 - a. police (patrol, investigations, and undercover vehicles)
 - b. fire (Type I, Type III and Type VI fire equipment), and
 - c. public works (light to medium duty pick-up trucks, Vactor trucks, water tender vehicles, construction and/or turf tractors/equipment, generators, and other turf and/or road construction equipment)

3. Describe the specific education and training you have obtained in the area of fleet management and fleet maintenance. Include in your response a list of fleet related training courses you have attended in the last three years to stay current in your field.
4. Describe your work experience that has included training, leading and supervising the work of others. Include in your response the number of full-time and part-time employees you have directly supervised at each place of employment as well as a specific description of your supervisory role (hiring, performance evaluations, discipline, etc.).
5. Describe your fleet contract management skills and experience including outsourcing of body work, heavy diesel engine repairs, and heavy duty transmission work. Please describe how you manage, track, and ensure that outsourced work is completed correctly and in accordance with agreed deadlines.
6. Describe your experience and knowledge related to developing and administering both a fleet operations budget and a fleet capital budget for an organization similar to the City of Gilroy.
7. Describe your philosophy regarding safety and explain how you have integrated safety training and best practices in your past fleet positions. Include in your response both vehicle maintenance related safety training and practices and employee safety training and practices as well as what role you played to ensure a safe work environment.
8. Describe your knowledge of the federal and state rules, regulations and requirements related to underground fuel storage tanks.

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- **A detailed resume that highlights your related skills and experience.**
- **Cover Letter that explains your specific interest in the Fleet Superintendent position with the City of Gilroy.**
- **A list of five work-related references with contact information** (*Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.*)
- **Copy of current DMV driving record report (go to any DMV location) or on-line at www.dmv.ca.gov**

Apply Online:

1. Go to <http://www.calopps.org>.
2. Click on "Member Agencies"
3. Click on the "City of Gilroy"
4. Scroll down until you see "City of Gilroy Job Openings"
5. Click on desired job title
6. Click on "Apply"
7. Click on "Create a Profile"

City Application Form – Candidates must complete and submit the on-line CalOpps City of Gilroy application form for the position of Facilities Superintendent and submit on line. Please prepare attachments prior to completion of the CalOpps application so that you may upload and attach them to your CalOpps submittal.

Please scan and save your attachments into **one** PDF document before uploading and attaching them to your application. Once you have the above items ready to upload, you can either scan them and attach them to your CalOpps on-line application and submit them electronically OR, if you do not have access to a scanner, you will need to mail in the application attachments (cover letter, resume and references) to the City of Gilroy Human Resources Department for attachment to your application. ***These forms must be submitted electronically with your CalOpps application or must be received by mail. The deadline date for this recruitment is open until filled***

If for some reason you are not able to upload the required application package items via CalOpps, please fax them with a cover sheet to our confidential FAX line: (408) 846-0200. In the alternative, you may mail them or hand-carry them to: **City of Gilroy, Human Resources Department, 7351 Rosanna Street, Gilroy, CA 95020.**

The deadline to apply for this recruitment is Monday, June 13, 2016. Only complete application packets will be reviewed. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

NEXT STEPS

Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. Candidates identified for further consideration will be required to submit criminal conviction information via a supplemental questionnaire. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, credit check, required medical evaluation/testing, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS
WORKFORCE DIVERSITY.**