



PW - Fleet Manager

Bargaining Unit: County Road Supervisors

Class Code:
2227RS

SALARY RANGE

\$26.76 - \$36.11 Hourly
\$4,639.16 - \$6,259.84 Monthly
\$55,669.92 - \$75,118.08 Annually

JOB SUMMARY:

The Fleet Manager reports directly to the Operations and Maintenance Superintendent and oversees all fleet service operations: acquisition, maintenance, repair, overhauling, and scheduled replacement and disposal of County equipment and vehicles. The Fleet Manager will be responsible for the supervision of staff in the Central Shop Department

EXAMPLES OF DUTIES:

(Duties may include, but are not limited to the following):

Oversee the acquisition, repair, maintenance and disposal of the Spokane County Public Works fleet.

Work as a team member with the Road Maintenance Supervisors, supporting their equipment needs and projects. Interacts with equipment suppliers, salespeople, upper management, County leadership and the public.

Manages ER&R fund budget.

Interact with vehicle user groups to determine their vehicle/equipment needs. Ensure the Road Districts and user groups have efficient, reliable vehicles and equipment that meets their current and future needs.

Plan, develop and execute a vehicle and equipment purchase/replacement schedule.
Understand how to spec, price and purchase vehicles and equipment in a government environment.

Determine the need and benefit of out-sourcing vehicle repairs and services.
Review/process purchase requisitions for parts and supply

Maintain equipment records in accordance with federal, state and local requirements.

Oversee/ direct the equipment maintenance supervisors.

Oversee the parts department.

Meet with vendors regarding parts, equipment and rentals.

Administer specific clauses of pertinent the labor contracts; hire, discipline and discharge personnel as needed based on County Policies and the labor contract.

Coordinate training for shop technicians.

Plan, organize, supervise and evaluate the work of subordinate employees to include counseling of employees and monitoring the adherence to policies and procedures.

Ensure adherence to union contracts and agreements.

Review financial/budget reports and prepare annual operating budget.

Oversee the fleet management information system.

Other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION & EXPERIENCE: Bachelor's degree in Fleet Management, Automotive Technology, Business Management, or a related field with extensive knowledge of fleet maintenance shop operations. Two [2] years' experience of managing fleet equipment repair facilities and equipment specification writing and acquisition. A comparable amount of any combination of relevant education and experience that demonstrates ability to perform the essential duties and responsibilities may be substituted for the minimum qualifications.

LICENSE: A current, valid driver's license may be required at time of appointment and, if required, maintained throughout the time of employment

SELECTION FACTORS:

KNOWLEDGE:

Comprehensive knowledge of the principles and practices of managing a mixed use vehicle/equipment fleet

Knowledge of running a centralized fleet maintenance facility and additional shops throughout the county

Knowledge of business practices applicable to shop management; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships within both the manager group and the labor groups

Purchasing vehicles in a public-sector environment

Collective Bargaining Agreements

Applicable local, state and federal laws, rules, and regulations

Equipment maintenance operations

Safe work methods, principles, and practices

Applicable tools and equipment utilized in the trade

SKILLS:

The principles and practices of office management, records keeping and effective employee supervision

Conflict resolution and consensus building

Operating a computer and related software applications

Applying local, state and federal laws, rules and regulations

Developing work plans and standard operating procedures

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

ABILITIES:

Strategically plan, organize, coordinate and direct the operations and activities of the division

Prepare and/or administer the division's budget

Analyze and evaluate fleet operations and take effective action to correct deficiencies and resolve problems

Persuade action and participation from those outside the division

Establish and maintain effective work relationships with coworkers and superiors

Develop, implement and manage an effective fleet management program

Prepare and administer program plans and budgets

Allocate and make effective use of available resources

Prepare bid specifications and related documents for a wide variety of fleet equipment and related goods and services

Read, understand and interpret manufacturer's equipment specifications and related documents

Read, understand and apply a variety of laws, rules and regulations affecting program operations including safety rules and regulations

Maintain required records and prepare a variety of correspondence, reports and other written materials

Motivate and engage your team

Communicate effectively both orally and in writing

CLASSIFICATION STANDARDS:

The single position allocated to this classification is responsible to manage equipment repair and replacement fund providing cost recovery, rental rate, evaluation and equipment for the efficient and effective operation of the County Engineers' Equipment and Vehicle Maintenance Shop and outlying facilities.

BEHAVIORAL STANDARDS:

Respectful and courteous to customers, workers, and County leadership. A team-player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Friendly and respectful to customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining and enhancing the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors

ESTABLISHED / REVISED DATES:

07/07/17