

## FLEET MAINTENANCE MANAGER

GRADE 36

FLSA Status: Exempt

### **GENERAL DEFINITION OF WORK:**

Performs difficult technical and administrative work supervising and participating in the maintenance, repair and overhaul of a variety of gasoline and diesel driven automotive and specialized equipment; does related work as required. Work is performed under general supervision. Supervision is exercised over all division personnel. Position is considered essential personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, scheduling and supervising the work of employees engaged in the repair and maintenance of automobiles, trucks, tractors, construction and other equipment; overseeing inventory maintenance and purchasing activities; writing equipment specifications; maintaining records.**

(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.)

- Manages the County fleet; provides direction on repair actions; develops long-range maintenance programs.
- Prepares division annual budget; monitors budget revenue and expenditures; approves payment of invoices to vendors; provides data to assist user divisions with annual budget.
- Supervises, directs, and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; approves employee time and attendance forms and leave requests; establishes training programs to enhance employee skills.
- Supervises the preparation of and prepares monthly invoices for customers, vehicle maintenance reports, County vehicle master asset report and new vehicle/equipment reports on request of customers; serves as system administrator for automated fleet program.
- Develops recommendations on vehicle replacement; develops vehicle specifications; prepares statement of work/specification for procurement requests.
- Manages the safety program; supervises the OSHA and EPA programs.
- Evaluates and receives approval from user departments for vehicle maintenance cost estimates.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of automotive repair shop management; comprehensive knowledge of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment; thorough knowledge of the hazards and safety precautions of shop operation; comprehensive knowledge of the principles of operation of gasoline and diesel engines and/or of the repair and maintenance characteristics of a variety of municipal automotive equipment; thorough knowledge of business practices applicable to garage management; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by completion of courses in heavy and light equipment maintenance and extensive experience in the maintenance and repair of automotive and construction equipment including extensive supervisory experience.

### **PHYSICAL REQUIREMENTS:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects, and some very heavy work requiring exertion in excess of 100 pounds occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of state inspector, air conditioning recovery and recycling certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.