



JOB DESCRIPTION

Position Title:	Fleet Manager
Scope Data:	Master Mechanic, Mechanic, and 3 Maintenance/Utility Technicians
Status:	Full Time, Salaried/Exempt
Salary Grade:	25; Starting salary range: \$49,400 - \$61,800
Reports to:	Operations Service Manager

Overall purpose of this position:

The Fleet Manager is responsible for managing and supervising the park district's fleet management program; acquisition, utilization, maintenance, repair, replacement and disposal of vehicles and equipment; and responsible for managing all aspects of operation of a full-fledged vehicle and equipment maintenance facility.

Supervision Exercised:

Both directly and indirectly supervises a workforce of bargaining unit, non-bargaining unit, and seasonal employees and vendors. Ensures that employees have appropriate training and deliver excellent customer service. Supervises staff to assure accountability and stewardship of park district resources. Coaches, monitors, and evaluates employee performance and administers discipline. Has the authority to recommend hiring, promotion and dismissal of employees.

Duties and Responsibilities:

Essential Functions:

- Manage the park district's fleet management program and assist with the procurement process through disposition. Create, maintain, and manage vehicle and equipment records and databases including, but not limited to current inventory, replacement vehicle/equipment forecast, fuel reports, inspections, work orders and service records.
- Schedule and coordinate fleet and equipment maintenance and repairs. Coordinate and resolve recalls. Document repairs and related work performed. Oversee repairs to ensure quality and work is completed in a timely fashion.
- Create work schedules and assign work for assigned staff to ensure optimum efficiency.
- Create vehicle and equipment purchase specifications. Review bids and quotes and make recommendations for purchases to the Operations Service Manager. Assist managers with equipment cost estimates.
- Assist Operations Services Manager with disposal of surplus property.
- Assist Operations Service Manager in preparation and implementation of fleet and facility standard operating procedures. Frequently inspect and ensure shop areas are clean, organized, and free of dangerous or hazardous materials. Coordinate and maintains records for all lifts, fuel tanks or other fleet related items. Coordinate the safe and legally-compliant disposal of hazardous waste.
- Oversee fuel usage and assist in reducing the fleet's carbon footprint and environmental impact.
- Document and investigate all equipment damage. Coordinate necessary repairs with vendors and insurance companies. Maintain all reports and records. Coordinate remedial training when necessary.

- Assist Finance Department with managing all vehicle titles, registrations, and license plates. Schedule all required inspections and equipment installation.
- Manage the warehousing of all needed supplies, parts, equipment, tools, machinery and services for the fleet and department's equipment, while ensuring the best possible price and quality.
- Answer inquiries from current and potential suppliers. Meet with and assist Finance Department in negotiating with suppliers to ensure proper inventory levels, review new products, evaluate quality of products purchased and determine best pricing to the benefit of the park district.
- Maintain employee time records and calculate payroll.
- Develop and implement training for vehicle operation and maintenance as well as equipment use and care. Coordinate CDL training.
- Ensure compliance with safety and risk management programs; ensure staff is trained and follows policies and procedures.
- Respond to hazardous situations and/or potentially unsafe conditions by taking corrective action, and promptly notifying supervisory personnel.
- Ensure compliance with all Federal, State & Local laws and regulations related to vehicle repair shop operations.
- Notify supervisor of key issues promptly and advise of work that needs to be done and progress of assigned jobs.
- Serve as a member of the Operations Department management team, developing Operations strategic plans, programs, procedures and implementing Park District initiatives and policies. May serve as Acting Operations Service Manager, if required.
- Perform related duties as apparent or assigned. Perform maintenance duties as required.
- Supervise volunteers on special projects.
- Assist Chief of Operations and Operations Service Manager by assuming special project assignments (i.e., coordinate and monitor Touch-A-Truck event, auctions).
- Propose appropriate staffing levels. Forecast future staffing to reflect and meet anticipated park district needs. Participate in the recruitment and selection of full-time, part-time, and seasonal employees.
- Flexible work hours, including evenings, weekends, and holidays, as required.
- On call to respond to a wide range of potential public operational or maintenance emergencies, as well as disasters caused by fire, flood, or other unforeseeable events.

Qualifications:

Education:

- Associates degree or ASE certification, typically acquired from an accredited college/university or trade school, in automotive mechanic, or closely related field, or equivalent combination of certifications, education, training, and experience.

Experience

- Minimum of five (5) years' experience in the automotive mechanic field, or related trade.
- Minimum one (1) year experience in the operation of dump trucks with air brakes and with or without trailers preferred.
- Minimum of three (3) years' supervision experience preferred.
- Experience in creating and establishing fleet policies and procedures, from vehicle assignment to replacement cycling.
- Experience in price, spec, and purchase or leasing of vehicles and equipment.

Knowledge and Abilities

- Demonstrated in-depth understanding of vehicle and equipment maintenance and repairs.
- Demonstrated organizational, leadership and supervisory skills to create and maintain a team environment.
- Ability to lead professional and technical staff. Ability to work with individuals of various skill levels, from professional to unskilled. Ability to translate industry terminology into straightforward terms for explanatory and training purposes.
- Demonstrated understanding of fleet and facility management, OSHA/PERRP regulations, snow and ice control, equipment maintenance and operation, and related skills.
- Demonstrated management skills, including communication (verbal and written), problem solving, conflict resolution, effective decision making, accountability, time management, planning, prioritizing, organization, delegating and the ability to analyze facts and develop clear and concise reports/recommendations.
- Demonstrated planning, budgeting, purchasing, negotiating, and accounting skills.
- Demonstrated emotional intelligence to include demonstrated self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, and consistency. Proven track record of establishing and maintaining critical relationships internally and externally. Demonstrated trust, integrity, and credibility.
- Computer skills: word, excel and access. Advanced computer skills are preferred.

Licenses/Certifications:

- State of Ohio Driver's License, with driving record in compliance with Park District's policies required. State of Ohio Commercial Driver's License, Class A preferred.
- Valid CPR/AED and first aid certification or ability to obtain within one year
- Underground Storage Tanks (USTs) Class A/B Operator certification, or ability to obtain within six months.

Essential Physical Demands and Working Environment:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain and communicate). The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl;. The employee must regularly lift and/or move up to 50 pounds and may occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces. The employee may be exposed to the body fluids of others while performing CPR/first aid/rescue procedures and to airborne and solid lead particles related to firearms and ammunition handling.

Conditions of Continued Employment:

- External candidates must successfully complete a one-year probationary period. Internal candidates must complete a six-month probationary period.

