

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FLEET MANAGER
DEPARTMENT: GENERAL SERVICES
REPORTS TO: GENERAL SERVICES DIRECTOR

DATE: 10/24

JOB SUMMARY:

Responsible for supervisory and administrative work, directing the operation of the Equipment Services Division in repairing, maintaining, and operating motor vehicles, and heavy equipment. The employee exercises considerable independent judgment and initiative in devising work methods necessary to maintain a large fleet of vehicles and heavy construction equipment in support of City fleet operations, including police, fire, highway and utilities, public properties, engineering, water, sewer and parks and recreation vehicle fleet. The employee is responsible for maintaining a preventative maintenance program; operating an automotive parts room; managing all petroleum products for City vehicles and equipment; preparing specifications for the purchase of new vehicles and equipment to safeguard the integrity of the fleet; ensuring critical data is entered into the City's vehicle data program; and coordinating with the Purchasing Manager by providing written specifications for all vehicle procurements.

ESSENTIAL JOB FUNCTIONS:

Plans, manages, and supervises the development and implementation of goals, objectives, policies, and priorities for the division; participates in the development of short and long-range plans, policies and procedures for the department.

Supervises and directs repair, service, and maintenance of all city vehicles and equipment including police vehicles, fire apparatus, emergency vehicles, passenger vehicles, large and light trucks, heavy construction equipment, tractors, and trailers.

Supervises and directs collision repair, service, of all city vehicles and equipment including police vehicles, fire apparatus, emergency vehicles, passenger vehicles, large and light trucks, heavy construction equipment, tractors, and trailers. Interacts with the cities insurance carrier to manage damage repairs and total loss claims in the cities best interest. Maintains files on all claims and interacts with the Finance Department to collect all funds due the city.

Develops and recommends operating and capital budgets for the division; monitors, administers, and approves budgetary monies and capital expenditures; manages the purchasing and inventory control of parts, equipment, and supplies

Performs financial analyses to determine the most cost-effective method of providing transportation to support city-wide departments' mission, comparing commercial versus in-house maintenance programs, and determining optimum vehicle replacement cycles.

Develops and administers with other city Departments the Vehicle/Equipment Replacement Program, maintains a computer based operating cost system, performs replacement analyses, develops technical specifications, coordinates procurement and delivery of equipment, coordinates vehicle and equipment insurance coverage, directs fit-up of vehicle and equipment with internal staff and external vendors, coordinates equipment specific training

Plans, manages, and organizes work activities, projects, and programs for the division; carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including directing the hiring process, training personnel in methods and procedures, appraising employee performance, rewarding and disciplining employees, addressing complaints, resolving problems, researching and planning safety and work training, and planning, assigning, and directing work.

Confers with upper management to keep them informed of key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Provides subject matter expertise to the city's fuel purchasing team and manages the city's centralized motor fuel depot, maintains computer based records on individual vehicle fuel consumption, assures compliance with federal, state and local regulations, maintains motor fuel inventory, monitors timely motor fuel delivery. The Fleet Manager also acts as the class A Underground Storage Tank (UST) Operator for the City's centralized fuel station.

Administers and directs the city's drug and alcohol testing program, and the FMCSA Clearing House Program in accord with Federal regulations as the Designated Employer Representative for all personnel who are required to hold a Commercial Driver's License; administers all vehicular regulatory compliance.

Represents the city at various functions such as making speeches at civic and business associations and meeting with developers, officials, citizens, representatives of the press, and influential persons within the community to establish goodwill and resolve/respond to issues.

Responds to inquiries and complaints from city officials and the general public

Maintains professional development for the division, through training programs, certification updates, and other management training, develops and provides CDL Driver Drug and Alcohol Use/Abuse Training for employees required to hold a Commercial Driver's License.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Communications Device Calculator

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in Business Administration, Public Administration, Automotive Engineering, or another related field with,

Ten years of progressively responsible experience in the management of a vehicle fleet of a nature similar to a municipal fleet; and,

At least six years of which must have been in supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (A) or (B) Commercial Driver's License with air brake endorsement.
Class A Underground Storage Tank (UST) Operator.
New Hampshire Motor Vehicle Inspection License.
Certified Public Fleet Professional (CPFP); or
Certified Automotive Fleet Manager (CAFM); or
ASE Certified Master Truck Technician (CMTT) desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Modern management practices and methods as applied to municipal fleet management administration.

Principles of business and vehicle fleet management, municipal vehicle and equipment maintenance and repair including emergency vehicles, snow removal equipment, heavy and light trucks, specialized equipment, tractors, and heavy construction equipment

Budgetary procedures, cost accounting methods and practices as needed to prepare annual budgets and to monitor expenditures and maintain costs.

Inventory control and maintenance procedures and the laws, rules, regulations, codes and statutes governing the purchase of materials, supplies, parts, equipment, and services.

City, state, and federal laws applicable to municipal fleet management, with emphasis on areas of safety and environmental concerns.

Accepted personnel practices, procedures, and policies such as supervision, training, and performance evaluation.

Skill in:

Implementing effective leadership across a diverse organization which leads to the accomplishment of department goals.

Mathematics and analytical practices.

Using a personal computer including relatively complex financial budgetary, vehicle maintenance, and inventory programs

Use of MS Office suite

Automotive, Truck and equipment repair and maintenance

Effective communication, both oral and written

Organizing work, setting priorities, meeting critical deadlines with minimum direction and supervision

Mental and Physical Abilities to:

Plan, organize, and control work

Act decisively, not impulsively, making decisions that measurably improve operations.

Able to reach decisions that are timely, fair, ethical and trusted

Prepare and interpret specifications for the purchase of a wide variety of vehicles, parts, supplies, auto repair equipment and other needs.

Read and interpret documents of moderate complexity and prepare clear and concise reports, memorandums, and correspondent

Communicate effectively with superiors and other department heads in advising them of how to operate the departmental fleets for minimum operation and maintenance costs using tact, diplomacy and firm persuasion as needed.

Make decisions to include identifying and understanding issues and problems, comparing data from different sources, choosing a course of action, taking actions that are consistent with available facts, taking calculated risks, taking responsibility for decisions, and includes others in making decisions.

Resolve problems using a balance of technical competence, creativity, and hardheaded pragmatism to include defining the problem, collecting data, distinguishing between relevant and irrelevant data, making inferences, and using logic and intuition to arrive at decisions or solutions.

Establish and maintain effective working relationships with others including city officials, employees, contractors, consultants, and the general public.

Independently assimilate facts and draw sound conclusions.

Make public presentations and speak effectively before groups.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light or heavy objects.

Distinguish between shades of color.

Working Conditions:

Work is performed primarily in an office but also includes parts room, fuel station, body or welding shop, the main shop floor or in the vehicle storage area.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather.

Work may require the use of personal protective equipment, such as safety toe boots, masks, goggles, safety helmet or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.