

South Jordan City

Job Description

Title: Fleet Manager **Effective Date:** 1/1/17
Org: 100530 **FLSA:** Exempt/Executive
Pay Grade: 19 **Workers Comp:** Municipal

GENERAL PURPOSE

Perform a variety of supervisory and managerial duties related to the day-to-day fleet shop operations and overall fleet management.

SUPERVISOR

Director of Public Works

POSITION(S) SUPERVISED

Mechanic I, II, III

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Establish workflow priorities regarding vehicle repairs to provide minimum downtime for fleet equipment and vehicles. Prepare work assignments for mechanics and division assistant. Prepare and manage division budget. Analyze shop operations to eliminate inefficiencies.

Manage scheduling for vehicle maintenance repairs using fleet maintenance software. Oversee and ensure integrity of data entry of repair orders into fleet maintenance software. Set PM schedules for vehicles and equipment.

Oversee parts management, including; parts purchasing, stocking, and tracking computerized inventory to optimize parts availability.

Receive and handle employees' complaints with regards to City vehicles; provide information, explanation or resolution to problems.

Maximize asset value by performing cost analysis to determine optimal replacement time for vehicles and equipment. Identify and process surplus vehicles and equipment; coordinate disposition with Purchasing Coordinator; complete required paperwork and notifications.

Prepare and distribute monthly fleet management reports.

Coordinate with the State Fuel Network to verify all City vehicles have proper fuel cards.

Manage City fuel tank/pump site, including; fuel site software, fuel ordering, fuel transaction processing and fuel inventory reconciliation and pricing. Prepare monthly fuel billing for all City departments.

Assist in the bidding process for all Fleet equipment and supplies.

Orient, instruct, and train employees in the proper operation and maintenance of a variety of equipment and in proper safety procedures. Ensure MSDS sheets are posted correctly and OSHA guidelines are adhered to.

Establish and maintain safe working procedures in Fleet maintenance shop. Ensure OSHA requirements and guidelines are adhered to within the Fleet maintenance shop.

Evaluate mechanics' skills and knowledge to determine needed training for improvement.

Serve as member of Fleet Committee.

Coordinate surplus vehicle and equipment sales with all City departments

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform routine vehicle inspections to enforce the Fleet and Vehicle use policies.

Review vehicle use to ensure optimum vehicle life, reassign vehicle as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Three (3) years of experience related to above duties, with at least one (1) year of supervisory experience;

2. Special Qualifications:

Valid Utah Class B Commercial Driver License

3. Knowledge, Skills and Abilities:

Knowledge of methods and procedures used in the repair and maintenance of all types and sizes of vehicles and construction equipment, engines and components. Extensive knowledge of computerized fleet information systems.

Skill in the operation and maintenance of vehicles and heavy mechanized equipment as required by the position. Skill in identifying and solving problems.

Ability to operate a personal computer and Microsoft products.

Ability to communicate effectively both verbally and in writing. plan, organize, and direct the affairs and operations of division; develop and maintain effective working relationships with fleet users.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Regular exposure to unpleasant and hazardous working conditions which includes exposure to noise and toxic chemicals including cleaning fluids, motor fuels, oils etc.; frequent contact with employees; subject to respond to emergency 24-hour call out; frequent bending, stooping, kneeling, and lifting up to 60 lbs. required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Fleet	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1915