

## **COUNTY OF SOLANO**

### **FLEET MANAGER**

#### **DEFINITION**

Plans, organizes and directs the fleet management program including acquisition, utilization, repair and replacement of the vehicle and equipment fleet; serves as a member of the department's senior management team.

#### **CLASS CHARACTERISTICS**

Fleet Manager is a single position class responsible for developing, implementing and managing the County of Solano's fleet program, which includes automotive, heavy equipment and other associated machinery. Exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs. Ensures that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Director and the Director of General Services.

Exercises supervision over supervisory, technical and clerical staff.

#### **EXAMPLES OF DUTIES** *-Duties may include but are not limited to the following:*

Plans, organizes, directs, supervises, and evaluates the activities, programs, and operations of the division; determines and establishes priorities; develops and enforces divisional policies and procedures.

Makes policy recommendations and establishes administrative procedures for all County transportation requirements pertaining to the processing of vehicle and equipment purchase requests, acquisition, assignment, usage, operation, repair, preventive maintenance, fueling and replacement of County vehicles.

Evaluates vehicle and equipment needs of varied users; assesses automotive market data; performs economic analyses; investigates vehicle buying or leasing or other options including the impact of technological developments to meet user needs; develops

specifications and makes recommendations on the selection of vehicles and equipment required for County transportation to provide public services.

Assigns, trains, supervises, and evaluates, through subordinate supervisors, the work of division staff; selects, promotes and disciplines personnel; supervises and participates in the development of in-service training programs.

Conducts utilization studies and evaluates the condition of the fleet on an ongoing basis; makes recommendations on the size and composition of the fleet and establishment of replacement criteria; makes replacement decisions and conducts a vehicle disposal program, including auction management and forecasting salvage value of vehicles and equipment.

Develops, coordinates and supervises a comprehensive vehicle preventive maintenance and repair program for the County automotive equipment, heavy equipment and other special equipment.

Develops, directs and maintains the operation of a computerized system for tracking vehicles and equipment, maintenance, parts inventory, fuel, shop labor, costs, utilization, billing and motor pool operations.

Develops, directs maintains and controls purchasing, dispensing and inventory management activities for parts and fuel inventories.

Prepares, develops and manages the approved divisional operating budget and the budget for vehicle replacement including the development of rental rates, charge back policies and costs of operation, maintenance and replacement of County vehicles.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Professional and technical aspects of the operation and maintenance of a large fleet.

Trends and technological developments pertaining to efficient automotive service, fueling and maintenance techniques.

Fleet procurement, charge back systems, utilization and operational management.

Public administration including budgeting, program planning evaluation, supervision and training.

County Personnel Rules, safety procedures, California Vehicle Code.

#### **Skills to:**

Utilize basic office equipment including a personal computer, copy and fax machine and printers.

Drive a motor vehicle.

**Ability to:**

Organize and perform fleet management services.

Understand, interpret and explain laws, regulations and policies governing fleet management operations.

Develop and implement operational and administrative procedures.

Identify and analyze administrative problems and implement operational changes.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Prepare budgets, funding proposals, narrative and statistical reports.

Supervise work of others engaged in fleet maintenance activity.

Secure cooperation and teamwork among support staff.

Understand and analyze expenditure reports.

Maintain accurate records and document actions take.

Interview employees and recommend personnel actions.

Organize and prioritize work assignments.

Make routine arithmetical calculations.

Research regulations, procedures and/or technical reference materials relating to building and grounds maintenance.

Project consequences of decisions.

Determine and evaluate levels of achievement and performance.

Interpret political and administrative direction and incorporate it into operational policy and procedure.

Recognize and respect limit of authority and responsibility.

Effectively delegate responsibility and authority to others.

### **Experience and Education/Training**

#### **Experience:**

Five (5) years of progressively responsible experience in equipment or fleet management, two of which included two years of supervisory or management level experience.

#### **Education/Training:**

Associates degree **is required**, preferably in automotive services, business administration, business management or a related field.

### **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid Class C California driver's license is required.

### **SUPPLEMENTAL INFORMATION**

Independent travel is required.

Incumbent may be required to work outside normal business hours.

Incumbents must be able to perform basically sedentary work, which may include near vision.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, and traffic hazards.

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Director of Human Resources

**Established Date:** February, 1990

**Revised Date:** February 2003

**Revised Date:** May 2003

**BOS Date:** June 30, 2003

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