CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: FLEET MANAGER **JOB CODE: 2301**
DEPARTMENT: GENERAL SERVICES **DATE: 2/08**
REPORTS TO: GENERAL SERVICES DIRECTOR

JOB SUMMARY:

Directs the operation of the central vehicle maintenance facility (CVMF) and management of fleet of city vehicles and equipment in accordance with regulations, policies, and procedures. Supervises staff of facility.

ESSENTIAL JOB FUNCTIONS:

Supervises and directs repair, service, and maintenance of all city equipment; maintains automated fuel system; directs use of automated information systems, including vehicle/parts management information system.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training personnel in methods and procedures, appraising performance, rewarding and disciplining employees, addressing complaints, resolving problems, and planning, assigning, and directing work.

Justifies, secures, and monitors use of budgetary funds and capital; manages the purchasing and inventory control of parts, equipment, and supplies.

Creates and designs plans and specifications, using all available sources of background information, for projects and programs to meet the needs of the city in relation to fleet of equipment and vehicles.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Administers the Vehicle/Equipment Replacement Program including all required record keeping, specification development, and replacement analysis; coordinates vehicle/equipment insurance coverage in association with the City's Risk Manager.

Monitors and communicates policies, procedures, and standards for CVMF to identify and correct deficiencies or problems; ensures quality standards and compliance with regulations are maintained.

Coordinates the city’s drug and alcohol testing program as the Designated Employer Representative for Commercial Drivers License (CDL) holders and administers all vehicular regulatory compliance.

Develops and administers training/employee development plan for CVMF personnel, including mechanical and other technical training, driver training, "Safe Driving" training, and other safety-related programs; develops and provides CDL Driver Drug and Alcohol Use/Abuse Training for newly hired and existing CDL drivers.

Provides information, advice, feedback, or assistance to others within the division/department to refine work outputs or resolve problems.

Identifies and develops potential sources of supplies, materials, parts, equipment, and services that are capable of providing appropriate quality at appropriate prices.

Plans for staffing needs and participates in the hiring process for the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Various Diagnostic Equipment	Telephone	Calculator
Engine Monitor	Various Meters	Computer
Motor Vehicle	Various Light and Heavy Construction/Maintenance Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in Business Administration, Public Administration, Production Engineering, or other related field; and, five years of progressively responsible experience in management of vehicle/equipment maintenance facility; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (A) Commercial Driver's License with air brake endorsement and passenger endorsement.

Current M.V.I. License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Vehicle/equipment maintenance and repair.

Principles of business and fleet management.

Management information systems, financial management principles and methods, and management practices and procedures.

Rules, regulations, and guidelines prepared by state and federal agencies related to fleet management.

Modern purchasing methods and procedures, and of the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, parts, equipment, and services.

Computer operations and applications related to municipal fleet management.

Accepted personnel practices, procedures, and policies, and the principles of supervision, training, and performance evaluation.

Automotive and equipment repair and maintenance, and automotive shop management.

Skill in:

Mathematical and analytical practices.

Mental and Physical Abilities to:

Communicate clearly and effectively, both orally and in writing.

Give directions and gain compliance from subordinates.

Develop operational and management reports.

Analyze, anticipate, and resolve problems.

Develop and maintain effective working relationship with others in and outside of department.

Manage wide scope of activities.

Enter and retrieve data from computer.

Establish, implement, interpret, and apply established rules, regulations, policies, and procedures.

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

Occasionally lift light or heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office, library, or computer room.

The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts.

Work requires the use of protective devices such as masks, goggles, and 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.