

TITLE: Fleet Maintenance Manager

FM/1

DEPARTMENT: Fleet Maintenance, Fayette County

JOB SUMMARY: This position is responsible for the procurement, maintenance and repair of the county's fleet of vehicles.

MAJOR DUTIES:

- o Hires, trains, directs, assigns, supervises, evaluates, and disciplines personnel.
- o Plans, directs, and coordinates work plans for assigned staff; sets schedules for completion of work.
- o Establishes work standards; reviews and evaluates work methods and procedures to ensure compliance with county and department policies and standards.
- o Updates and maintains computerized maintenance program and fuel management system.
- o Prepares and submits monthly vehicle repair cost and fuel usage reports to Finance Department; distributes cost reports to departments for budget management.
- o Conducts financial and operational studies to identify methods for keeping the fleet in operation in an efficient and productive manner.
- o Attends and participates in senior staff meetings.
- o Conducts monthly staff meetings with subordinate employees to disseminate information and instructions and to identify and resolve problems.
- o Prepares and oversees the Fleet Maintenance annual budget.
- o Monitors and approves budget expenditures.
- o Serves on safety committee, accident review committee, and vehicle replacement committee; makes recommendations concerning the disposition of vehicles and equipment.
- o Develops specifications necessary for the procurement of vehicles, parts, and equipment.
- o Develops and maintains relations with outside vendors.
- o Remains available for emergency situations in an on-call status after regular work hours.

- o Prepares and submits annual reports to state and federal authorities to ensure compliance with Clean Fueled Fleet regulations and Underground Storage Tank requirements.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of the methods, materials, tools, and standard practices of the automotive and heavy equipment mechanic trade.
- o Knowledge of the operating characteristics of a wide variety of vehicles, equipment, and machinery including fire apparatus and other emergency vehicle components.
- o Knowledge of computers and job related software programs.
- o Skill in the development and management of annual budgets.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Public Works and Engineering Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include county policies and procedures; local, state, and federal regulations; the Energy Policy Act for Clean Fueled Fleet Vehicles; and EPA/EPD rules for Underground Storage Tank requirements.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. The wide variety of equipment to be maintained contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the repair and maintenance of the county's vehicle fleet. Success in this position provides safe and well maintained vehicles for county operations.

PERSONAL CONTACTS: Contacts are typically with co-workers and vendors.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, garage, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Shop Supervisor (1), Mechanic (5), Fuel Lube/Mechanic (1), and Administrative Secretary (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.