



# City of Tempe

## FLEET MANAGER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	008	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Public Works	<i>Salary / Hourly Minimum:</i>	\$83,755
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$113,070
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Public Works Supervisor
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general direction from the Deputy Public Works Director – Field Operations or from other supervisory or management staff.

Exercises direct supervision over technical, maintenance and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	<ul style="list-style-type: none"> <li>● Four (4) years of increasingly responsible experience in at least four (4) of the following areas:             <ul style="list-style-type: none"> <li>○ Accounting and budgeting of \$5 Million + annually for a large fleet to include salaries, fuel, parts, contracted services, etc., and/or</li> <li>○ \$1 Million + Vehicle replacement budget, and/or</li> <li>○ Management/Supervision of a public-sector fleet with over 1000+ units (i.e. cars, trucks, motorcycles, road graders, pavers, cranes, heavy equipment, etc.), and/or</li> <li>○ Fleet Management Information System (FMIS) such as M4, M5, Faster, RTA, etc. Must be able to run lifecycle cost analysis, fleet asset depreciation, active/inactive parts inventory reconciliation reports, etc., and/or</li> <li>○ Creating Request for Proposals (RFP's) of solid waste, law enforcement, utility and other municipal heavy and light duty equipment, and/or</li> <li>○ Journey level technician in a lead or shop foreman capacity.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• Also requires a minimum of two years of supervision of journey-level light and heavy vehicle technicians.</li> </ul>
<i>Education:</i>	Equivalent to the completion of a Bachelor's Degree in Management, Public Administration or closely related field, supplemented by specialize training in automotive and equipment maintenance or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver's license.</li> <li>• Certified Automotive Fleet Manager (CAFM) is preferred.</li> </ul>

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, supervise and coordinate the activities of the Fleet Services Section of the Field Operations Division of the Public Works Department; to coordinate equipment management activities with other City divisions and departments; and to provide highly complex staff assistance to the Public Works Director.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Establish goals and objectives; initiate and direct the development of policies and procedures for the section including setting guidelines on procurement, utilization, repair, replacement and proper management of the City's automotive, construction, off-road and refuse equipment;
- Prepare the budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget;
- Observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances;
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees;

- Direct, oversee and participate in the development of the section work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures;
- Maintain preventive maintenance activities; prepare reports; maintain records of time, materials and equipment used; assist in ordering supplies and materials;
- Initiate the development and review of best management practices, regulations, policies, and procedures which impact organizational performance, and supervise the application of such practices to increase safety, efficiency, public relations, and service;
- Exercise considerable independent judgment in accomplishing the work of the section;
- Prepare concise, clear, and accurate reports for City Council, department, other jurisdictions or agencies, consulting firms, and the public;
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide customer service;
- Exercise sound management techniques and labor relations practices;
- Ensure adherence to established safety procedures; monitor facility safety preparedness, monitor work environment, and monitor use of safety equipment to ensure safety of employees and other individuals;
- Make initial inspections in difficult cases and diagnose mechanical defects; prepare detailed cost-estimates and make recommendations regarding feasibility of major repairs; coordinate the replacement and disposal of obsolete equipment;
- Coordinate equipment repair work with other departments, divisions and sections;
- Develop and review specifications for the purchase of new equipment; evaluate all bids from vendors for vehicle and equipment purchases;
- Ensure the adherence to safe work practices and hazardous waste program regulations by shop staff;
- Establish and monitor complete, accurate and accountable control for all fuel parts, supplies and tools used;
- Coordinate and oversee the establishment of computerized maintenance information system for accurate recording and charging of division services;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective November 1988</i>  <i>Revised July 2002 (Range Changed)</i>  <i>Revised August 2002 (added CDL requirement)</i>  <i>Revised March 2010 (title change and change to classified status)</i>  <i>Revised September 2010 (CDL no longer required)</i>  <i>Revised February 2013 (Job Duties &amp;MQ's revised)</i></p>