

FLEET OPERATIONS MANAGER

DEFINITION

Under direction, to manage the Glenn County Fleet Operations division and related programs of the County, and to authorize and account for the receipt, distribution and accounting of all funding received by the Fleet Operations Division, to plan, organize and supervise the activities and operations of the Glenn County Fleet, including automotive and equipment repair and maintenance for all divisions within the Public Works And Development Services Agency.

DISTINGUISHING CHARACTERISTICS

Fleet Operations Manager is a managerial classification within the Public Works and Development Services Agency working under the direction the Deputy Director of Public Works Operations and Maintenance to accomplish the required goals and objectives of the position. The level of responsibility, direct supervision exercised over the Fleet Operations division The level of responsibility and direct supervision exercised over the fleet Operations division distinguishes this class from the lower classifications of Mechanic I, II, III, and IV.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level supervisory and managerial staff. Exercises direct functional and technical supervision over Fleet Operations assigned professional, technical and clerical staff.

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

Develops and implements department goals and objectives, recommends and administers policies and procedures.

Supervises and participates in the development and administration of the Fleet Operations Budget, directs the forecast of funds needed for staffing, equipment, materials, and related supplies, monitors and approves divisional expenditures, make recommendations to other divisions related to Fleet Management Operations and related expenditures.

Participate in budget preparation and administration; submit justifications for office supplies and equipment; monitor and control expenditures, prepare fiscal reports and updates.

Coordinates and monitors programs related to safety and hazardous material management within Fleet Operations, and coordinates safety and hazardous waste training for appropriate County staff.

Coordinates and monitors automotive and equipment maintenance of all Public Works vehicles; ensures compliance with maintenance procedures and regulations.

Maintains contact with appropriate State and Federal agencies regarding Fleet operations, maintenance and compliance.

Fleet Operations Manager
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.-07/01/11

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #11-7/5/11

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in clerical support of assigned department; provides or coordinates staff training.

Attends a variety of meetings including departmental, advisory boards, and related meetings with outside agencies; prepares presentation materials for meetings; disseminates information to department staff.

Answer questions and provides information to County staff and department and the public regarding Fleet Operations procedures and policies.

Oversees the diagnosis and provides guidance to subordinate staff on locating mechanical difficulties on Fleet Service and outside agency vehicles, equipment and a variety of diesel and gasoline powered maintenance and construction equipment.

Prepares specifications for and evaluates bids for vehicles, equipment; and a variety of diesel and gasoline powered maintenance and construction equipment, and recommends bid award.

Receives and documents surplus property for disposal and manages County Auction of surplus property, manages storage and billing of impound vehicles, and other storage buildings within the County Corporation Yard.

Oversees and maintains inventories related to Fleet Operations, maintains records of work performed and times and materials used.

Implement Fleet Management Policy, on approval of Director of Public Works and Development Services Agency as authorized by the Board of Supervisors.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes and regulations related to methods of surplus property management, automotive and equipment repair, and Fleet Service Management.

Basic principles and practices of administration and personnel management and training.

Basic principles business letter writing and report preparation.

Principles and procedures of financial record keeping, modern and complex principles and practices of Fleet Management program development and administration.

Materials, methods, practices, tools and equipment used in vehicle and heavy equipment maintenance and repair activities including the operation and care of internal combustion engines, and a wide variety of County-owned equipment.

Budgeting procedures and techniques.

Modern office procedures, methods and equipment.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Determine mechanical repair needs and estimate the cost and time required making repairs.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Work independently with minimal supervision.

Prepare complex reports, records, spreadsheets, with accuracy.

Prepare and administer a budget.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasing responsible experience in vehicle and equipment maintenance repair work, including one year of fleet management or administrative or supervisory responsibility.

Training:

High School diploma or GED equivalent supplemented by specialized training in automotive and equipment maintenance repair or related repair.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	0772001
Bargaining unit:	10
FLSA Status:	N
Workers' Compensation Code:	9420
Pay Range:	425