



# JOB DESCRIPTION

<b>Title</b>	<b>Fleet Manager</b>	<b>Created</b>	May 2022
<b>Department</b>	Public Works	<b>Revised</b>	
<b>Job Class</b>	M 4	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	Unrepresented	<b>FLSA</b>	Non-exempt

## **Purpose**

Responsible for the administration, management, and supervision of the operations of the Clatsop County Public Works Fleet Services division. Develops and implements policies and procedures to efficiently manage the lifecycle of the county's vehicular fleet, including the motor pool and heavy equipment, from purchase to disposal.

## **Essential Functions**

- Prioritize and implement continual improvement strategies in the assignment and evaluation of work duties for shop mechanics.
- Monitor and evaluate overall work quality and productivity in the maintenance, repair, and overhaul of road maintenance equipment and motor pool vehicles.
- Develop and administer the formal request and approval procedure for the purchase and/or lease of vehicles, equipment, and supplies for road maintenance vehicles and county-wide fleet vehicles.
- Evaluate and recommend cost effective options to county departments and outside governmental agencies regarding vehicle and equipment repair, purchase, or lease agreements.
- Create a county-wide vehicle and equipment inventory management system to track maintenance, repair, replacement, and disposal of fleet and road maintenance vehicles.
- Monitor vehicle costs per mile and equipment costs per hour. Recommend and implement cost effective changes for departments and divisions using fleet vehicles.
- Negotiate with other counties, cities, state, and federal agencies for vehicle and equipment exchanges, and county-provided vehicle and equipment repair services.
- Develop and implement policies and procedures for a safe work environment including implementing and monitoring shop safety practices, and for providing training to staff in the safe and efficient operation of vehicles, equipment, and tools.
- Prepare and administer the shop division annual operating budget. Assist in the preparation of the department operating budget. Attend annual budget review meetings as directed by the Public Works Director.
- Oversee and coordinate with consultants, DEQ, and other agencies regarding disposal of contaminated products and materials removed from the Public Works site. Supervise the scheduling of leak detection tests on underground petroleum storage system.
- Manage county-wide fuel system for all maintenance and fleet vehicles.



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- Review vendor invoices, purchase orders, sublet records, and vehicle/equipment maintenance and repair billings, to ensure proper coding, accounting, and purchasing procedures have been followed.
  - Supervise remediation system operation, maintenance, and reporting.
  - Review bid documents and recommend vehicle purchase and disposition to the Public Works Director and Clatsop County Board of Commissioners.
  - Administer the motor pool vehicle replacement as well as the vehicle and equipment liability and collision insurance funds.
  - Develop, direct, and implement changes to the physical plan layout of the county shop as needed, and present proposals to Clatsop County Board of Commissioners.
  - Establish and maintain an effective working relationship with superiors, subordinates, other county employees, elected officials, local, state, and federal governmental agencies, and the public.

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### ***Minimum Qualifications***

A high school diploma/GED plus a minimum of four (4) years' experience in fleet or motor pool management with increasingly responsible experience in the standard practices, materials, and modern methods used in repair, maintenance, and operation of automotive and road construction equipment and with progressive management and supervisory experience in a public or private fleet program, including hazardous material management; OR any satisfactory equivalent combination of experience and training which ensures the ability and aptitudes required to perform the essential functions proficiently.

Requires experience with vehicle and equipment ordering, purchasing, and inventory tracking/record keeping software and procedures. Experience with or ability to understand principals of public sector budgeting and state and federal purchasing procedures and laws. Must possess an Oregon Class A driver's license as well as forklift operator and CPR/First Aid certifications.

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### ***Desired Qualifications***

Associate's degree in diesel or automotive technology or certification with the National Institute for Automotive Service Excellence as a master automobile technician or master truck technician.

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### ***Physical Demands***

Required to talk, listen, and hear. Frequently required to use repetitive hand motion, handle or feel, sit, stand, walk, reach, bend, push, pull, and lift up to 40 and occasionally up to 60 pounds. Regularly uses mechanical equipment common in a vehicle or heavy equipment maintenance shop.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## ***Working Conditions***

Typically works in both indoor and outdoor areas in all types of weather conditions. Operates mechanical equipment with associated noise levels as needed. May encounter frequent interruptions throughout the workday.

Must carry a phone or radio outside normal working hours to respond to emergencies or vehicle maintenance needs. Special projects may necessitate working extra hours and/or days to meet project deadlines.

## ***Supervisory Responsibility***

This position directly supervises mechanics, shop maintenance assistants, and may directly or indirectly supervise administrative support staff assigned to the fleet services division.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.