

**CITY OF SALINAS**

**FLEET MAINTENANCE MANAGER**

**BARGAINING UNIT/CLASS CODE:  
AMPS /K05**

**DEFINITION**

Under general direction, to plan, organize, direct and review the activities of the Fleet Maintenance Division, including fleet vehicles, equipment, parts, and fleet administration; to provide high level staff and technical support for City operations.

**DISTINGUISHING CHARACTERISTICS**

This is a single position classification, responsible for technical and administrative operations of specialized and complex duties within the Fleet Division of the Maintenance Services Department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Maintenance Services Director. Exercises direct and general supervision over supervisory, maintenance, technical or clerical staff.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Direct a City-wide maintenance a Fleet Maintenance Management Program for City vehicles and equipment. Oversee, coordinate and maintain a Fleet Maintenance Management Program for City vehicles and equipment. Coordinate vehicle and equipment replacement, including developing specifications, priorities and coordination with all departments. Maintain inventory of materials, supplies, parts and equipment for Division work requirements. Oversee contractual services for vehicle and equipment maintenance; prepare plans, specification, bids and costs estimates. Investigate and prepare reports on accidents involving City equipment; coordinate insurance reimbursement reports for damaged vehicles and equipment. Evaluate services and identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate staff, assist with implementation of improvements. Supervise, train and evaluate supervisors, technical and clerical employees; recommend the selection, promotion and discipline of division employees. Prepare preliminary budget for operational and capital expenditures for Fleet Maintenance Division. Monitor effective record keeping systems; prepare technical and administrative reports and correspondence for Department Director, advisory committees, City Manager, City Council and others. Review employee performance reports for recommendation and personnel actions. Prepare periodic reports on routine operations and special reports/studies as required. Coordinate the use of personnel and equipment in major Maintenance Services Department and/or City wide emergency situations. Plan and execute City activities necessary for compliance with all regulations related Fleet Maintenance Division issues. Receive, investigate and respond to the more complex inquiries and complaints regarding field operations; resolve technical and operational problems. Confer with supervisors, Development and Engineering Department staff (e.g. design engineers) and other agencies regarding special projects; provide technical support and recommendations. Attend meetings of the City Council, Boards and Commissions to provide technical and operational information on Division activities. Advise press and media of Fleet Maintenance Division programs and activities. Represent the City and/or Maintenance Services Director when dealing with various private and public organizations. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs.; physical stamina sufficient to sit, stand or walk for prolonged periods of time; mental acuity to collect and interpret

**CITY OF SALINAS  
FLEET MAINTENANCE MANAGER (continued)**

data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Physical mobility sufficient to move about the work environment, ability to drive an automobile.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of effective supervision, management and Public Works administration. Materials, methods, tools and equipment used in fleet management and maintenance. Principles, methods and practices of personnel management, including employee training, labor relations and equal employment opportunity/affirmative action. City policies and procedures governing Fleet Maintenance Division operations and activities. Safety principles, practices and procedures. Report writing techniques. Municipal accounting and budgeting practices, fiscal management and expenditure controls. Recent developments in municipal fleet maintenance operations and administration.

**Ability to:**

Manage a Division in the Maintenance Services Department; administer the Division's budget; perform responsible personnel administration duties for Division. Monitor and maintain a high level of performance in Division. Enforce industrial safety regulations as applicable. Implement budget preparation and expenditure control requirements. Prepare written and oral reports. Represent City before the City Council, community, outside agencies, businesses and industry, and at professional meetings as required. Use personal computers and relevant software programs. Understand and interpret regulatory manuals, technical reports and administrative regulations relating to the Maintenance Services Department functions. Interpret testing and State reporting procedures of mandated State and Federal regulations as they apply to fleet maintenance (i.e., emissions control, etc.) Estimate costs, keep accurate records. Establish effective working relationships with employees, City staff, departments, contractors and the general public. Research and analyze operational and technical issues and develop appropriate recommendations for action. Organize and conduct divisional, small group and individual training programs.

**License or Certificate:**

Possession of a valid Class C California Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to nine (9) years of progressively responsible work experience relating to maintenance, repair, acquisition and administration of a diverse municipal government vehicle and equipment fleet, four (4) of which were in a supervisory capacity; any equivalent combination of experience and education. Up to four (4) years of education at an accredited college or university in Automotive Technology, Public Administration, Business Management or related field may be substituted for up to four (4) years of experience.

Reviewed \_\_\_\_\_ Approved \_\_\_\_\_  
Department Director Human Resources Officer

Approval Date \_\_\_\_\_