

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 593

FLEET OPERATIONS MANAGER

GENERAL

Work is performed under the direction of the Assistant Public Works Director or designee. Responsible administrative and supervisory work providing repair and maintenance services for a full range of city vehicles. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyzes operation of daily fleet preventative maintenance and unscheduled repairs.
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program.
- Writes vehicle and equipment specifications for bid process for annual replacement.
- Controls fuel procurement and entire automated fuel disbursement system for total fleet and equipment.
- Establishes procedures to comply with OSHA, Federal, State, County and City regulations.
- Responds to and solves daily emergencies, questions, requests, and interruptions regarding the City fleet.
- Generates and reviews daily, weekly, monthly, and yearly reports for overall fleet operations.
- Generates various reports as requested by various departments throughout the year.
- Assists in preparation of the fleet maintenance budget and prepares periodic and special reports as required.
- Supervises, directs, plans, and conduct annual employee performance evaluation on all Fleet Maintenance Division personnel.
- Evaluates utilization of vehicles and equipment assigned to various departments for possible reassignment or deletion.
- Reviews job requirements of all vehicles and equipment for possible change when scheduled for replacement.
- Monitors the progress of the division's strategic plan goals, initiatives and objectives.
- Coordinates with Risk Management in designating an extensively damaged vehicle as a total loss and orders a replacement vehicle as required.
- Assist the Procurement Services Department in administering on-site City auctions and accomplishes on-line vehicle auctions
- Performs related work as required by the Assistant Public Works Director or designee.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods of sound management as applied to the operation of a repair and maintenance garage.
- Knowledge of the methods and practices used to service and repair automotive and heavy equipment.
- Knowledge of the materials, tools, occupational hazards and safety precautions involved in the work.
- Knowledge and practice of effective supervisory techniques.
- Able to establish maintenance schedules and write specifications for the procurement of replacement equipment.
- Ability to develop and monitor a vehicle servicing and repair operation.
- Ability to develop systems and procedures related to assigned operations
- Ability to develop cost estimates for supplies and equipment
- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale.
- Ability to understand, interpret and effectively carry out written and oral instructions.
- Ability to communicate clearly and concisely both orally and in writing.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation
- Ability to maintain records and to prepare reports.

MINIMUM QUALIFICATIONS

Ten years' experience in the, automotive repair operations, with five years' experience in a supervisory capacity. A Bachelor's degree in from an accredited college or university in business administration or related field is desired.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Ability to climb on and under equipment to inspect work or to check out problems.

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

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

04/2013 BLB

Bargaining Unit: Non-bargaining

FLSA: Exempt

Classification Plan: 27N/50

GERS: Regular Class