

Fleet Manager
Type: Full Time
Salary/Pay Rate: \$56,434.98 - \$83,101.20
Posted Date: 1/13/2012
Deadline to Apply: 2/3/2012

***** EMPLOYMENT NOTICE *****
January 13, 2012

Fleet Manager
Public Works Department
Fleet Division

GENERAL DESCRIPTION: Responsible professional work managing the Fleet Division; providing for the maintenance, repair, replacement and inventory control program. This position administers and maintains quality standards of service.

DUTIES: Manages the overall operation of the City's fleet maintenance and repair programs; maintains proper service schedules for all City vehicles; oversees the utilization of outside vendors to perform repair/modification service when necessary; develops, implements and ensures successful operation of computerized fleet management program; organizes and manages the work of Fleet personnel and supervises staff performance, including training, development and evaluation; oversees the fuel program and systems; oversees contract administration, inventory control and the use of supplies/materials/mechanical parts, tools and related equipment; participates in budget preparation and administration; monitors and controls expenditures and performance objectives; maintains a safe workplace and ensures proper disposal of hazardous waste; recommends and examines all new vehicle specifications; oversees records maintenance regarding vehicle repairs, fuel, equipment and supplies; maintains a complete and dynamic inventory record on all vehicles and equipment; prepares and compiles data for statistical summaries and reports related to fleet services; complies with all appropriate rules, regulations, and/or policies a set forth by local, state and/or federal law with regards to the City's fleet, the maintenance garage and fuel systems. *(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a declared emergency.)*

KNOWLEDGE/ABILITIES/SKILLS: Knowledge of current methods, practices, technology, materials, tools and equipment applicable to the maintenance, repair and testing of automotive, heavy equipment and emergency equipment; preventative maintenance and techniques; sound computerized management methods as related to the operation of a repair and maintenance garage; supervision of staff engaged in various phases of automotive and mechanical repair; occupational hazards and safety precautions of the trade, including environmental disposal requirements; budgetary development and administration; administrative principles and practices; including accounting, purchasing and inventory functions; and computer applications and various software programs. Ability to plan, organize and use mature judgment in evaluating situations and making decisions in accordance with established policy and establish and maintain

effective working relationships with employees, officials and the general public. Excellent customer service skills, including the ability to communicate clearly and concisely, both in person and in writing.

QUALIFICATIONS: Bachelor's degree from an accredited college or university in Business, Public Administration, Transportation Engineering or related field. Six (6) years professional experience in fleet management or public transportation with at least three (3) years in a supervisory capacity. Must possess a valid Florida driver's license by date hire and the ability to obtain a Commercial Driver's License on request; must obtain certification as Fleet Manager by a nationally recognized organization or other accredited institution within one (1) year of employment.

PAY GRADE: 616

SALARY RANGE: \$56,434.98 - \$83,101.20

POSTED: January 13, 2012

DEADLINE DATE: February 3, 2012

Submit Application*

In person: Human Resources, 2nd floor, City Hall

Mail: 4970 City Hall Blvd., North Port, FL 34286

E-Mail: HRServices@cityofnorthport.com

Fax: 941-429-7135

****Applications received after 5:00 p.m. on the deadline date will not be considered.***

Questions: Call HR Hotline at 429-7200.

*Offer of employment shall be made contingent upon a satisfactory employment physical, drug test, driver's license check, criminal history check and any other background check required.
M/H/F/V EOE ADA.*