



## City of Irving Job Description

### Assistant Fleet Services Manager

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Fleet Division
<b>Job Code:</b>	V041	<b>Reports To (Job Title):</b>	Fleet Maintenance Manager or Fleet Business Operations Manager

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#### PURPOSE

To provide support to Fleet Services management, assist with overseeing its daily operations. Further, to monitor and evaluate the needs of the service shop, fuel operations, and parts room.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Coordinate implementation of division goals, objectives, and policies in compliance with City regulations.
- Prioritize, schedule, and track repairs as vehicles and equipment arrive at the shop; Analyze usage of parts to determine accuracy of orders; Maintain and oversee the inventory of parts, including re-ordering, adding, and deleting items in the inventory system.
- Assist in the supervision of Fleet staff from service sections, as well as, fuel operations and parts room.
- *As requested*, provide additional reports to Fleet Managers, and/or provide reports and assist supervisors from other departments with Verizon Connect GPS; Assist with monthly garage and fuel usage reports for Finance.
- Assist Fleet Services Management with several key operational tasks, such as: developing and administering the City's fleet management plan, the vehicle and equipment replacement program, the Briery fuel tank replacement plan, and coordination of fuel tank TCEQ testing; And, supervising, counseling, evaluating, and leading employees.
- Perform yearly material safety audit for Fleet, and generally assist Fleet Services Management with ensuring the safety and security of the City's repair center.
- Assist Fleet Services Management with contract management function by: reviewing and recommending contracts including bid specifications and City Council documentation; managing and overseeing the contracts with outside vendors for all divisions.
- Coordinate Fleet Services purchase card program, which includes reviewing monthly statements, processing requests for cards, and reallocating funds online; Coordinate, maintain, and update Fleet Services contract management files and submit an annual report.
- Maintain files to support budget, purchasing, fund receiving, and disbursement.
- Assist with preparing and facilitating time sheet activities for all Fleet divisions utilizing Kronos and City software; Utilizing the Munis ERP, create requisitions for purchase orders, reconcile invoices for payment, and approve, requisitions, budget transfers, and change orders in Munis.
- Assist with obtaining vendor quotes for new vehicles and equipment.
- Receive and verify invoices for service on motorcycles from Police by an outside vendor.
- Coordinate outside repairs, recalls, or warranty work for vehicles and equipment; Assist with maintaining contact with vendors regarding arrival times of ordered vehicles and equipment.

- Order fuel deliveries for all City tanks, which include monthly reconciliation to departments and vendor payments.
- Verify purchase orders issued for outside repairs; Identify vehicle and equipment maintenances needs and assist with implementing a Preventative Maintenance (PM) schedule.
- Review related industry guidelines and identify job codes to prepare estimates of labor hours required for different repairs.
- Purchase and receive parts from vendors; Coordinate credits due and payments between parts room, vendors, and finance.
- Assist with Entry and removal of vehicles in FASTER FVC; Enter new vehicles and equipment into FASTER equipment inventory.
- Coordinate preventative maintenance of the fueling pumps at all City fueling sites, mileage audits for equipment in Gasboy fueling system, and the diagnosis and repair of City fueling sites, including Gasboy card reader software errors.
- Assist with yearly equipment and material auctions for Fleet.  
Enter new vehicles into Verizon Connect GPS program. Contact Verizon with any issues regarding GPS devices not working properly. Coordinate ordering new devices and/or hardware as needed for vehicles and equipment.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform related duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 10-26 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 26 employees.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

Responsible for assisting with \$7.4 million in budgeted funds, and an additional \$4.2 million in equipment replacements. This includes assisting with the evaluation of new vehicles, equipment, and Fleet shop purchases. Also assisting with the Parts room inventory and fuel. Assisting with the coordination of equipment disposal via retired Fleet auctions, as well as the Fleet used tire auctions.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to an Associate's Degree in a relevant field of study.

### **EXPERIENCE**

- Five (5) years of relevant experience, including at least one (1) year of administrative experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.
- ASE or Manufacturer Certifications is *preferred*.

### **KNOWLEDGE OF**

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- City policies and procedures.
- Maintenance Principles: Processes involved in the upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite and the Internet.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as FASTER Fleet Management software and Munis ERP.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work; this includes the repair of vehicles within contractual and budget constraints.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work. This includes leading administrative staff and/or providing front office oversight.
- Planning: Sensing the environment and setting goals and objectives.

- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Service Orientation: Actively looking for ways to help people.
- Mechanical/Technical: Safely operating diverse equipment, which includes exercising safe practices in a workshop environment.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Self-Management: Working independently and without supervision.

## **GUIDANCE RECEIVED**

### **Accepted Methods and Procedures**

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

## **CONTACTS**

This position has various contact with both outside vendors and internal customers. When functionally leading staff and presenting reports/summaries to division Management, courtesy and tact is required. Occasionally has contact with public during auctions. Occasionally has contact with City Management and Directors during pre-agenda and work session.

## **EQUIPMENT AND PROPERTY**

This position utilizes a variety of office equipment, such as a computer and telephone, while exercising safety practices in a workshop environment. Furthermore, it drives a city vehicle on an as-needed basis.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to listen, see, talk, and walk. Frequently, s/he is required to drive a vehicle, sit, and stand. Occasionally, s/he is required to balance and carry. Rarely, s/he is required to climb, crawl, and lift up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is constantly exposed to confining work spaces, dirty environment, high precarious work places, moving mechanical parts, toxic or caustic materials, extreme temperature or weather conditions, and air contamination. The noise level in the work environment usually is Moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

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

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.