



City of Irving Job Description

Fleet Maintenance Manager

FLSA Status:	EXEMPT	Job Department:	Fleet
Job Code:	V031	Reports To (Job Title):	Assistant City Manager

PURPOSE

To direct the operations of the Fleet Maintenance Division, and to oversee the preventative maintenance, inspections, and repairs on all vehicles and related heavy equipment owned by the City of Irving.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Implement division goals, objectives, and policies in compliance with the City regulations.
- Supervise the division's daily work plans, priorities, and programs.
- Develop and administer City's fleet management plans.
- Counsel and evaluate employees.
- Oversee the vehicle and equipment replacement program.
- Maintain Fleet Maintenance budget expenditures and fiscal controls.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Coordinate the division activities with all other City departments.

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 15- 25 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Manage, develop and administer a multi-million dollar fleet budget.

QUALIFICATIONS:

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

EDUCATION

- Bachelor's degree from accredited four year college or university in subject field or field related to position.

EXPERIENCE

- Five (5) years of automotive repair experience, with two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in 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.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

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.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Planning: Sensing the environment and setting goals and objectives.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.

- Service Orientation: Actively looking for ways to help people.
- 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: prioritization.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Persuasion: Convincing others to approach things differently.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

This position has contact with various outside vendors and internal customers on a daily basis.

EQUIPMENT AND PROPERTY

Drives a city vehicle on a daily 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 constantly is required to listen and/or see. Frequently, s/he is required to drive a vehicle, sit, talk, and/or walk. Occasionally, s/he is required to lift up to 10 pounds and/or stand.

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 regularly is exposed to a dirty environment, extreme temperatures or weather conditions, air contamination, high and precarious work places, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* 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.