

## **FLEET MANAGER (TOWN)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily managerial work involving responsibility for the development and implementation of policies and procedures for the acquisition, maintenance and coordination of a large fleet of Town-owned vehicles, buses and equipment. The incumbent is also responsible for the conduct of a safe and efficient operation of a municipal bus service transit system. The work is performed under the direction of the Town Supervisor, and supervision is exercised over a number of employees including municipal bus drivers, automotive mechanics, assistant automotive mechanics, body repairers and one subordinate supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Adheres to, updates and modifies policies and procedures for the acquisition and maintenance of a large fleet of Town-owned vehicles;  
Directs the operation of the Town automotive repair shop;  
Formulates a repair and preventive maintenance program for Town-owned vehicles, buses and heavy equipment;  
Establishes and administers a vehicle replacement program for Town-owned vehicles, buses and heavy equipment;  
Implements and maintains a computerized records database for all Town vehicles;  
Reviews and recommends contracts for outside repair and rental of automotive equipment;  
Manages pool vehicles at various Town locations and coordinates their assignment;  
Assists in preparing and managing the annual budget for the department;  
Recommends fleet replacement during annual budget process for Town-owned vehicles, buses and related heavy equipment;  
Assists in developing and updating vehicle procurement specifications;  
Supervises staff involved in the activities associated with fleet management;  
Establishes work schedules and assigns bus drivers to their respective routes;  
Spot-checks driving skills and habits of all personnel, conducts in-service training and evaluates performance;  
Provides callers with information concerning the local transit system;  
Prepares reports concerning operational effectiveness and service levels to management, elected officials and media;  
May operate bus in absence of regular driver.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of fleet management; thorough knowledge of vehicle, bus and heavy equipment maintenance programs\*; good knowledge of the practices and techniques of scheduling and dispatching buses; good knowledge of safety practices and standards in the operation of buses; good knowledge of the principles and practices of supervision; ability to communicate effectively, both orally and in writing; ability to interpret technical reports and instructions; ability to use software packages relevant to fleet management\*; ability to use computerized fleet management information\*; ability to establish and maintain cooperative relations with others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree and three (3) years of supervisory, managerial or administrative experience in fleet management in a corporate or government setting.

(over)

**NOTE:** Additional years of the required experience may be substituted for college on a year-for-year basis, up to four (4) years.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license appropriate for the kind and size of vehicle to be operated.
2. Current, valid certification as a 19A Examiner as determined by the Department of Motor Vehicles.

\* To be demonstrated during the probationary period.