



## Job Description

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<b>TITLE:</b> Fleet Manager	<b>JOB CODE:</b> 2520
<b>DEPARTMENT:</b> Public Works	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 20, 2013	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 13, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under limited supervision of the Public Works Director, this position manages the fleet operation to include acquisition, repair, maintenance, and replacement of San Juan County's motor vehicles and heavy equipment. Oversees DOT compliance and reports as it relates to the fleet operations. Develops and implements vehicle and equipment preventative maintenance programs.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages fleet personnel; prioritizes and assigns tasks and projects; assists in hiring new employees; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments.
- Responsible for developing and managing the annual fleet budget by forecasting necessary expenses; prepares special and recurring fleet management reports, proposals and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures.
- Oversees and approves administrative processing of paperwork required in the acquisition or disposal of equipment (e.g. title, registration, license, etc.).
- Reviews charges for equipment repairs according to the terms of new and extended service warranties, in order to receive full benefit of the warranties and reduce costs to San Juan County.
- Plans, assigns and supervises repairs, service and preventive maintenance performed by mechanics and service personnel; diagnoses vehicle and equipment failures and breakdowns.
- Monitors and reviews service trends and recommends operational and policy improvements.
- Makes recommendations on developing programs to improve work methodology, finding solutions to problems, and the implementation of those programs and solutions.
- Assigns and supervises a full range of repairs including air conditioning, electrical, fuel, brake, emission, suspension and hydraulic systems and engine overhaul; oversees the repair of small engines, pumps and related fire equipment.
- Inspects the work of shop personnel and maintenance invoices to ensure proper procedures and parts were followed and installed.
- Develops and/or approves shop safety standards in compliance with Occupational Safety and Health Administration (OSHA) guidelines and department policies.
- Maintains records and files; reviews purchase orders; monitors spending; and approves outside repair work.
- Maintains inventory records; maintains vehicle service records; confers with sales representatives; and writes specifications.
- Responds to inquiries and complaints from service users in order to provide information; maintains good customer relations and improves shop performance.
- Oversees the County fuel system in compliance with the New Mexico Environmental department requirements.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of the principles, practices and techniques of fire engines and equipment repairs and maintenance.
- Knowledge of gas and diesel engines, and mechanical, pumping and electrical systems.
- Knowledge of vehicle and equipment testing and diagnostic equipment.
- Knowledge of management principles, practices and methods.
- Knowledge of federal, state and county safety rules and regulations.

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**Fleet Manager**

- Knowledge of County policies and procedures.
- Knowledge of Fleet Management programs.
- Knowledge of Microsoft Office products.
- Knowledge of fleet management data systems.
- Ability to prepare a variety of clear, concise and complete written reports, including statistical analysis, correspondence, specifications, memoranda, and related materials.
- Ability to delegate oral and written instructions.
- Skill in effectively diagnosing and troubleshooting complex maintenance and repairs on vehicles and equipment.
- Skill in planning, assigning and evaluating the work of others.
- Skill in reading and interpreting mechanical drawings and diagrams.
- Skill in maintaining accurate records of work projects and supply usage and in developing comprehensive proposals for new vehicle or equipment purchases.
- Skill in estimating, scheduling and procuring materials for repair projects.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in the use of a personal computer and standard business software.

**Education and Experience:**

- Associate’s degree with at least seven (7) years’ experience in all phases of maintenance and repair of light and heavy duty equipment and vehicles, especially gasoline and diesel engines; or an equivalent combination of education and work experience sufficient to perform the duties of the position.
- At least three (3) years of management experience.
- ASE Certification.
- Valid State of New Mexico Commercial Driver’s License (CDL-Class).
- Valid Class A and B UST Operator certificate from the American Petroleum Institute or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in the shop and in an outdoor environment; may be required to lift and carry items more than 50 pounds. May be exposed to dangerous machinery, potential physical harm, fumes, airborne particles and extreme weather conditions.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____