



WAUKESHA COUNTY
invites applications for the position of:

Fleet Manager

SALARY: \$40.74 - \$58.67 Hourly

OPENING DATE: 03/05/18

CLOSING DATE: 03/23/18 04:00 PM

DESCRIPTION:

Under direction, to plan and direct a centralized fleet operation including maintenance, inspection, repair, and replacement of all County vehicles and equipment; and to perform other duties as required.

EXAMPLE OF DUTIES:

1. Plans and directs activities related to the maintenance, repair, and replacement of vehicles and equipment for all County departments.
2. Develops policies and procedures for the operation of the vehicle maintenance shop to ensure efficiency, competitive cost of service, and optimal staff productivity.
3. Prepares, presents, and administers the budget and strategic plan for central fleet.
4. Participates in the administration of the County's vehicle replacement program including developing and recommending depreciation and replacement schedules based on age, condition, useful life expectancy, and intended use.
5. Researches and develops vehicle and equipment purchase specifications analyzing such items as safety standards, departmental and County needs, product availability, comparative costs, critical features, and purchasing requirements.
6. Develops and provides vehicle and equipment cost analysis information including purchase, replacement, and maintenance cost figures; and assists departments in utilizing this information for budget development purposes.
7. Maintains County fueling sites and infrastructure; researches and analyzes regulations and equipment options; and recommends and implements required changes in procedures or replacement of equipment.
8. Approves all County purchases of equipment and vehicles and inspects them for compliance with mandates and performance standards.
9. Implements and maintains detailed manual and automated record keeping systems including inventory, time, materials, repair statistics, and vehicle equipment inventory.
10. Assists in the administration of a comprehensive computerized data system including troubleshooting, backups, reporting, and analyzing and recommending hardware and software.
11. Develops and implements a cost-effective preventative maintenance program for all County vehicles and equipment.
12. Reviews and evaluates the work of staff and handles personnel issues of the staff.
13. Develops and maintains effective public and working relations with public officials, County departments, vendors, staff, and the general public.
14. Oversees the training and instruction of staff on the proper procedures and safety practices to be used in the repair, maintenance, and testing of vehicles and equipment.
15. Coordinates department emergency management and preparedness operating procedures.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the modern practices, methods, materials, tools, and equipment used in the maintenance and repair of gasoline and diesel powered vehicles and equipment.
2. Thorough knowledge of the operations and functions of a centralized fleet.

3. Thorough knowledge of the design and maintenance requirements of vehicles and equipment.
4. Comprehensive knowledge of managerial and supervisory principles and practices.
5. Comprehensive knowledge of occupational hazards and safe work practices to be used to avoid accidents.
6. Considerable knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
7. Ability to utilize word processing, database, and spreadsheet programs.
8. Ability to develop, administer, and monitor the central fleet budget.
9. Ability to plan, organize, and implement an equipment maintenance operation for a diverse fleet, including the use of computerized data base management systems.
10. Ability to develop and administer policies and procedures for the operation of a centralized fleet of vehicles and equipment.
11. Ability to prepare bid specifications for routine and special purpose procurements.
12. Ability to read and interpret technical and engineering manuals related to motorized equipment.
13. Ability to analyze programs, operations, and departmental needs, and develop, prioritize, and implement appropriate recommendations.
14. Ability to communicate effectively verbally and in writing.
15. Ability to keep accurate and detailed records, and prepare and present detailed reports and recommendations.
16. Ability to plan, direct, review, and evaluate the work of employees and handle any personnel problems of the staff.

MINIMUM QUALIFICATIONS:

You must meet these minimum Training and Experience requirements:

1. Graduation from a recognized college or university with a bachelor's degree in business administration, automotive engineering, or a related field.
2. Three (3) years of work experience in directing vehicle maintenance, two (2) years of which are in a supervisory capacity.
3. Master's degree in business administration, automotive engineering, or a related field may be substituted for one year of the non-supervisory work experience requirement.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.waukeshacounty.gov/employment/default.asp>

Position #FleetMgr DPW 3/5/18
FLEET MANAGER
ND

515 W. Moreland Blvd.
AC Room 160
Waukesha, WI 53188
262-548-7044

rgage@waukeshacounty.gov

Fleet Manager Supplemental Questionnaire

- * 1. Describe any experience you have with fuel infrastructure operations and regulations.
- * 2. Describe any experience you have with fleet management software and reporting.
- * 3. Describe any experience you have with writing detailed vehicle/equipment specifications.
- * 4. Describe any experience you have with managing a multi-disciplined shop operation.
- * 5. Describe any experience you have with developing and managing an annual budget.
- * Required Question