



## City of Meriden

### Fleet Manager – Highway Department

This is the most responsible supervisory work in vehicle and equipment maintenance involving the direction of automobile, bus, truck and equipment service and repair. Work involves responsibility for safe, effective and timely repair and maintenance of all city vehicles and equipment. Duties include directing the maintenance and repair of automobiles, buses, trucks and equipment, directing the repair parts operation, and administering the fueling and fleet maintenance program. This position also has the responsibility for making very difficult vehicle and equipment maintenance operations decisions. This work requires that the employee have considerable knowledge, skill and ability in public works fleet operations, supervisory techniques, vehicle and equipment maintenance administration.

#### **QUALIFICATIONS:**

An associate's degree in business administration of fleet management plus five years of progressively responsible vehicle and equipment maintenance experience including at least two years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

Must have a valid Connecticut CDL driver's license.

Salary Range: \$67,891.20 to \$87,568.00

Apply on line at <https://tinyurl.com/meridencareers>.

Send resumes and applications **with copies of all licenses/certifications** to [humanresources@meridenct.govt](mailto:humanresources@meridenct.govt). Open until filled

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## **FLEET MANAGER**

### **GENERAL DESCRIPTION:**

This is the most responsible supervisory work in vehicle and equipment maintenance involving the direction of automobile, bus, truck and equipment service and repair.

Work involves responsibility for safe, effective and timely repair and maintenance of all city vehicles and equipment. Duties include directing the maintenance and repair of automobiles, buses, trucks and equipment, directing the repair parts operation, and administering the fueling and fleet maintenance program. This position also has the responsibility for making very difficult vehicle and equipment maintenance operations decisions. This work requires that the employee have considerable knowledge, skill and ability in public works fleet operations, supervisory techniques, vehicle and equipment maintenance administration.

### **SUPERVISION RECEIVED:**

Works under the direction of the Director of Public Works.

### **EXAMPLES OF DUTIES:**

Plans and directs work objectives and activities of a medium site work unit in servicing and repairing vehicles and equipment.

Prepares specifications for purchases and analyzes bids and recommends purchases.

Supervises repair parts inventories and record keeping.

Analyzes cost/benefit fleet maintenance decisions and directs a preventive maintenance program.

Gathers and analyzes information, determines recommendations and prepares reports.

Determines operating procedures and recommends operating policies.

Develops vehicle maintenance divisions operating and capital budgets. Approves division expenditures within fund allocations.

Coordinates division operations with other city functions and government agencies.

Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Estimates collision damage and adjusts claims. Sublets repairs for all city vehicles.

Counsels employees and supervises training. Administers union contract language, oral and written warnings and suspensions. Recommends higher level discipline. Interviews job candidates and recommends selection.

Prepares written evaluations of staff performance. Provides motivation and addresses performance problems in subordinates.

Plans work schedule, staffing requirements and materials in order to complete repairs and maintenance.

## **FLEET MANAGER**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of vehicle and equipment maintenance operations principles and practices.

Considerable knowledge of public administration principles and practices as applied to the operation of facilities or programs.

Considerable knowledge of public works fleet maintenance and repair principles and practices.

Good knowledge of the operating principles of gasoline and diesel engines.

Considerable skill in heavy equipment repair and maintenance.

Good ability to direct and supervise employees in technical operations.

Good ability to communicate effectively both orally and in writing.

Good ability to establish and maintain effective working relationships with supervisors, subordinated, associates, vendors, officials of other agencies and the general public.

Considerable knowledge of insurance adjusting.

Considerable ability to communicate orally and to lead others in operational work groups. Good writing ability.

Considerable ability to administer policies and procedures including planning, scheduling, budgeting, decision-making, and report development and writing.

Considerable ability to supervise the work of work groups through subordinate supervisors.

Considerable ability to establish and maintain effective working relationships with co-workers, vendors, and contractors.

Must be available to work during emergencies and fill in for subordinates when needed.

Provides snow supervision when required.

### **QUALIFICATIONS:**

An associate's degree in business administration of fleet management plus five years of progressively responsible vehicle and equipment maintenance experience including at least two years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

### **SPECIAL REQUIREMENTS:**

Must have a valid Connecticut CDL driver's license.