



Robert V. Scalise

Director of Human Resources

# City of Meriden, Connecticut

*Department of Human Resources*

CITY HALL  
142 EAST MAIN STREET  
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**April 8, 2021**

## **Fleet Manager – City Garage Full Time 40 hours**

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. Work also involves responsibility for planning and directing the operations of the City Garage. Duties include directing the maintenance and repair of automobiles, buses, trucks and equipment, directing the repair parts operation, and administering the fueling, fleet maintenance program, supervising mechanics, prioritizing work assignments, evaluating work and ensuring availability of supplies and equipment. 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.

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.

Rate of Pay: \$32.53 – \$42.84

Apply on line at <https://tinyurl.com/meridencareers> and e-mail your resumes/applications to [humanresources@meridencn.gov](mailto:humanresources@meridencn.gov). Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment.

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. Work also involves responsibility for planning and directing the operations of the City Garage. Duties include directing the maintenance and repair of automobiles, buses, trucks and equipment, directing the repair parts operation, and administering the fueling, fleet maintenance program, supervising mechanics, prioritizing work assignments, evaluating work and ensuring availability of supplies and equipment. 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**

Maintains professional contacts with insurance carriers, OSHA and other governmental agencies concerning safety and risk management.  
Acts as liaison between the City of Meriden Public Works department and the insurance providers and/or the City of Meriden's Risk Manager.  
Supervises the day to day operations of the City Garage.  
Prioritizes and delegates job assignments in vehicle and equipment repair and maintenance.  
Monitors and evaluates progress of work.  
Advises mechanics on technical matters and assist as as necessary, Inspects and diagnoses vehicle and equipment operating problems.  
Provides in depth assistance in the performance of highly skilled mechanical and technical work.  
Inspects all City of Meriden Department of Public Works buildings and property for the purpose of identifying exposures, correcting hazards, and ensuring compliance with governmental regulatory agencies.  
Selects, trains, organizes, and develops safety and risk management training programs for the Department of Public Works.  
Performs related work as required.

### **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.

## **FLEET MANAGER**

### **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.