

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 10/13/81

Revised: 06/15/93, 05/19/97, 09/15/10, 12/09/15, 09/07/22

Title changed from Motor Equipment Maintenance Supervisor 12/09/15

FLEET MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating, supervising and directing the procurement, maintenance and repair of City gasoline and diesel-powered, self-propelled and non-self-propelled motor driven equipment, vehicles and stationary equipment. The incumbent also oversees, schedules and manages the City motor vehicle pool. Additionally, the incumbent is responsible for managing the stock room and parts inventory for the Department of Public Works. The Fleet Manager is also responsible for implementing, supporting and advancing the City's "Green Fleet" initiatives, by researching and implementing alternative fuels, vehicles and technologies that help achieve the City's goals. The work is performed under the general supervision of the Assistant Superintendent of Public Works with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of supervisory, skilled and semi-skilled motor equipment maintenance staff, and stock room staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, schedules, supervises and assigns maintenance and repair jobs, based on employee skill level, maintenance and repair schedules and work priorities, and indicates the nature of repair and maintenance work to be performed;
- Plans, schedules, and oversees preventive maintenance for vehicles and equipment, following manufacturer preventive maintenance recommendations and requirements; develops preventive and predictive fleet maintenance programs;
- Observes the work performed, and inspects and approves completed jobs to insure that schedules are met and that the quality of the work is satisfactory;
- Maintains, develops, updates and expands the use of a comprehensive fleet management database and trains staff on its operation;
- Implements and enforces safety procedures and standards for all maintenance shop operations;
- Maintains records of service and repair history; reviews repair history for individual pieces of equipment for the purposes of identifying equipment failures and trends;
- Recommends the purchase, repair or rebuilding of defective parts to keep both vehicle and equipment downtime and repair costs to a minimum;
- Recommends modification to existing motorized equipment, and changes in specifications for new equipment to improve or eliminate apparent maintenance and repair problems;
- Purchases supplies and equipment including preparation of requisitions and checking on deliveries;
- Tracks status of vehicle warranties;
- Insures that service and claims covered by warranty are properly performed, and that the work performed by manufacturer's representatives is satisfactory;
- Oversees the operation of the City vehicle pool;
- Oversees the stockroom operation and insures that proper levels of parts inventories are maintained;
- Writes specifications for purchase of new and used vehicles and equipment based on department needs and City's Green Fleet initiatives and objectives;
- Develops, implements and promotes City-wide policies that govern the acquisition, maintenance, use and disposal of vehicles, while working with City departments to reduce underutilized vehicles and eliminate older, high maintenance units from the fleet;
- Oversees and administers fuel contracts and automated fuel site;

Typical Work Activities - continued

Researches alternative fuels and vehicle technologies and makes recommendations that further progress toward the City's Green Fleet initiatives and objectives;

Maintains updated diagnostic software for all vehicles in the fleet;

Develops, trains, assigns, evaluates, counsels and disciplines staff;

Coordinates and schedules technical training opportunities for line mechanics;

Supervises and participates in the skilled diagnosis, repair, and maintenance of gasoline and/or diesel-powered vehicles on an as-needed basis;

Ensures inspection, registration and insurance requirements are met for all vehicles;

Ensures shop meets all environmental and safety regulations, including waste oil disposal, fire suppression for fueling island, etc.; prepares all corresponding reports and maintains required records;

Assists in preparation of the annual operating budget by recommending budget requirements for the maintenance shop including staffing, parts, supplies and equipment needs;

Performs risk management duties for vehicle and equipment damage, including claims investigations, recovery and subrogation;

Confers with department heads and the Assistant Superintendent of Public Works to coordinate maintenance schedules and shop activities to insure the most effective utilization of staff and equipment and that work is completed according to schedule;

Works with the Mayor's Office and the Green Fleet Committee to implement, adhere to, develop and expand the City's Green Fleet Policy;

Prepares and maintains a variety of narrative, statistical and cost records and reports;

Prepares technical bid specifications for vehicles and equipment;

Maintains the City's capital asset list of vehicles and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and techniques of mechanical, electrical, electronic and hydraulic repairs on gasoline or diesel-powered automotive and heavy construction equipment; thorough knowledge of the operation and use of automotive and motor driven equipment, including construction equipment; thorough knowledge of the use of automotive repair parts, equipment, materials and supplies; thorough knowledge of the operation and maintenance of automotive repair shop equipment; good knowledge of methods and practices of supervising automotive mechanic repair shop operations; good knowledge of safety rules and regulations applicable to motor equipment repair shop operations; working knowledge of welding and automotive body repair practices and techniques; ability to plan, organize and supervise automotive repair shop activities; ability to plan and supervise the work of others; ability to train subordinate skilled automotive repair personnel; ability to read and interpret technical automotive repair manuals, circuit diagrams and blueprints; ability to make accurate diagnoses of mechanical, electrical and hydraulic problems for gasoline and diesel-powered self-propelled and non-self-propelled equipment; ability to communicate effectively, both orally and in writing; ability to research and analyze new alternatives and trends in fuel efficiency and technology; ability to effectively manage a modern fleet management data and inventory tracking system; ability to prepare narrative, statistical and cost reports; ability to prepare vehicle and equipment bid specifications; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's degree in Automotive Technology or a related field and five (5) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or
- B. Graduation from a high school technical or other vocational program in automotive repair and six (6) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
- B. Possession of a valid New York State Motor Vehicle Inspectors License at the time of appointment and maintenance of said license for the duration of employment.
- C. Candidates must become certified by the New York State Department of Environmental Conservation as a Class A/B Fuel Site Operator within one (1) year of appointment and must maintain said certification for the duration of employment.