

Code: 2274

Title: FLEET MAINTENANCE MANAGER

SUMMARY: Manages the operations of the Fleet Maintenance division of Fleet Services providing maintenance and repair of county owned, operated or leased vehicles, heavy equipment and miscellaneous small equipment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes and directs the operations of the Fleet Maintenance Division engaged in the maintenance of automobiles, light and heavy trucks, off-road equipment, heavy construction equipment and miscellaneous auxiliary equipment;

Establishes maintenance priorities and directs the scheduling of personnel and equipment through assigned supervisors;

Coordinates division activities with other departmental divisions;

Researches trends in automotive/heavy equipment industries and keeps current on latest advances in related technology;

Establishes and maintains liaison with suppliers and dealers to be aware of current market conditions;

Analyzes user needs, writes specifications for new vehicles and heavy equipment and recommends purchases;

Coordinates with and resolves complaints of client departments to insure timely maintenance;

Supervises, trains and evaluates division personnel;

Maintains records and prepares reports;

Develops the divisional budget and participates in developing the departmental budget;

Participates in the development of departmental policies and procedures;

Represents the department at meetings and conferences.

KNOWLEDGE & SKILLS:

Knowledge of:

- methods and equipment used in the maintenance and repair of vehicles and heavy equipment;
- operating principles and mechanics of internal combustion engines, automobiles, trucks and heavy equipment;
- hazards and safety practices associated with automotive and heavy equipment maintenance;
- principles and practices of management and supervision;
- budget preparation and cost controls.

Skill in:

- evaluating user requirements and establishing priorities;
- establishing and maintaining effective working relationships with others;
- communicating effectively;
- preparing reports and specifications;
- planning, directing and supervising staff;
- developing and monitoring a budget.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public administration, management, mechanical engineering or a closely related field as defined by the appointing authority and four years of experience in automotive/heavy equipment fleet management or maintenance administration.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR:

(2) Eight years of progressively responsible experience in automotive/heavy equipment maintenance,

including three years in fleet management or maintenance administration.

(Relevant education from an accredited college or university may be substituted for the aforementioned general experience)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona drivers license with appropriate endorsement(s), as defined by the appointing authority, is required for employment. Failure to obtain/maintain the required license shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

07/01/86
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