

**FLEET SERVICES MANAGER (9103)**  
**TASK LIST**

**FLEET SERVICES OPERATIONS AND MAINTENANCE**

1. Plans, coordinates and directs a large group of operations service and repair employees assigned to various shops through subordinate personnel, in order to perform maintenance, preventive maintenance, repair, non-repair servicing and lubrication, procurement, and rental or dispatch activities for various types of transportation and construction equipment.
2. Reviews reports, sketches, and related records in order to evaluate the operation, capacities, capabilities, and uses of various transportation and construction vehicles.
3. Reviews automotive and construction equipment maintenance and repair activities, and writes reports of completed work in order to provide adequate service to users, conform to shop standards, efficiently operate shops, and adhere to safety rules and regulations.
4. Conducts personal inspections of shop facilities and repaired equipment and observe field knowledge of vehicles and equipment in order to monitor and improve maintenance, fabrication and repair methods.
5. Reviews departmental needs and tracks time, personnel recordkeeping, and cost estimates of parts, materials, labor, and repairs for proposed fleet work in order to track and prepare the annual budget, including recommendations for capital additions and replacements.
6. Investigates and prepares reports upon accidents involving equipment in order to ensure compliance with applicable rules and documentation purposes.
7. Maintains contacts with transportation and construction equipment firms in order to obtain and review information on new equipment specifications and changes in repair techniques.
8. Recommends and implements fleet policies and procedures to government officials and internal customers in various DWP divisions in order to achieve desired departmental objectives.

**FLEET SERVICES SCHEDULING**

9. Furnishes transportation and construction equipment, and assigns fleet and rental units to other divisions in order to maintain maximum efficiency, continuity, and adequacy of transportation and construction services.

10. Consults and communicates with supervisory, engineering, procurement, and other personnel to schedule work activities among repair shops and other groups in order to discuss job costs, personnel, work load, operating, and technical matters pertaining to shop activities.

## **PURCHASING AND CONTRACTS**

11. Reviews existing contracts and makes recommendations to department management for new contracts in order to review conformance to standards and secure outside services and materials.
12. Analyzes and evaluates bids for purchase of new equipment and makes recommendations for acceptance or rejection in order to maintain cost-effectiveness.
13. Researches and makes recommendations for the purchase of new equipment and modifications to existing equipment in order to meet departmental needs.
14. Directs and schedules experimental testing on newly purchased, fabricated, modified or repaired fleet equipment in order to preserve the quality of fleet equipment.
15. Interacts and coordinates with a stores section supplying material for repair, machine, and welding shops to engage primarily in the fabrication and repair of parts for automotive and construction equipment.
16. Schedules delivery of special and non-stock parts, work with several in-house and outside contract shops, and consults with representatives of manufacturers, and other agencies in order to meet departmental needs.

## **SUPERVISION**

17. Directs subordinate employees' activities involved in the operation of computerized fleet information systems and automated fuel management systems in order to maintain, control, and monitor fuel use in fleet vehicles.
18. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
19. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, procedures, and benefits in order to ensure new staff members are prepared to

complete their job duties successfully and in accordance with Department standards.

20. Trains employees through various means such as using videos, explaining and demonstrating work procedures or inviting technical guest speakers to training sessions, and documents training and observes employee performance to ensure employees are properly trained and to determine additional training needs in order to ensure employees can successfully perform their job duties and do so in compliance with Department standards.
21. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
22. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare employee for career advancement opportunities.
23. Communicates information to employees orally and in writing, including information from management such as policy changes or department objectives and priorities including, but not limited to, interpretations of City policies or memorandums of understanding (MOU), Executive Directives (ED) such as updated safety information, and training and promotional opportunities in order to provide employees with relevant information.
24. Reviews and approves employee timesheets including employee requests for time off in order to ensure necessary levels of staffing, timely completion of work, and appropriate documentation by comparing reported time to information from job ticket.
25. Evaluates job candidates for positions such as Automotive Supervisor, Equipment Repair Supervisor, and Truck and Equipment Dispatcher in order to make hiring decisions based on factors such as technical knowledge and Personnel policies including the Rule of Three Whole Scores.