

# CITY OF DURANT

## JOB DESCRIPTION

Title: **Fleet Maintenance Manager** FLSA Status: Exempt  
Department: Public Works – Garage

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### POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control for the City's fleet maintenance; responsible for maintenance and replacement of all City owned vehicles and equipment; and oversees the operations and supervision of assigned personnel.

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Directs the work of and manages assigned division. Interviews and selects new employees. Provides training and instructions and ongoing development needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
2. Identifies training needs and opportunities for the department.
3. Implements the goals and objectives for department operations.
4. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials and equipment for daily work projects.
5. Provides support to assigned crew and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
6. Inspects work completed by crews to document if work is completed and accurate.
7. Prepares daily work reports involving cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
8. Orders parts and equipment as needed in preparation for upcoming assignments and projects.
9. Performs maintenance related duties to assist work crews if necessary.
10. Assists in the development, of the annual department budget. Monitors budget throughout the year.
11. Approves and records all division invoices.
12. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.

13. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
14. Prepares requests for purchase of services, materials and supplies and solicit quotes from suppliers and contractors within the City's purchasing guidelines and state rules and regulations.
15. Develop and prepare bids, contracts, and related reports specific to division operations.
16. Conducts special research and studies for the Public Works Director and City Manager, preparing comprehensive reports and recommendations based on findings. Conducts and provides technical guidance as needed.
17. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to fleet matters.
18. Responds to citizen complaints, concerns or inquiries regarding fleet maintenance.
19. Responds to and calls out after hours on-call crews for emergency requests.
20. Other duties as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of all phases of Public Works maintenance activities, heavy emphasis on area of assigned responsibility.
2. Knowledge of safe operations of heavy-duty trucks and equipment.
3. Knowledge of care and use of equipment and tools utilized in the performance of department functions.
4. Knowledge of safety precautions and potential hazards encountered in maintenance activities.
5. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.

20. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
28. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
29. Skill in researching and understanding complex written materials.
30. Ability to prepare and maintain accurate and concise records and reports.
31. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
32. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
33. Ability to handle sensitive interpersonal situations calmly and tactfully.
34. Ability to maintain professionalism at all times.
35. Ability to maintain effective working relationships with individuals within and outside the organization.
36. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of the Open Records Act and other applicable State and Federal statutes and regulations.
37. Ability to work the allocated hours of the position and respond after hours as needed.

#### **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes.
- Duties are performed daily indoors in a mechanical shop and office setting.

#### **MINIMUM REQUIRED QUALIFICATIONS**

- Associate degree in mechanics or automotive technology, or a closely related field with eight (8) years' work experience and mechanical knowledge related to auto, truck and construction equipment maintenance and repair.
- Five (5) years of directly related, progressively responsible supervisory experience.

#### **PREFERRED QUALIFICATIONS**

- Master auto & heavy truck technician certifications.
- EVT Certifications.
- Bachelors degree.

#### **OTHER REQUIREMENTS**

- Valid Driver's License.
- Valid Class A CDL.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMPLOYEE ACKNOWLEDGMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

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Employee Signature

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Date

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Employee Printed Name