

## **EAST BAY REGIONAL PARK DISTRICT**

### **FLEET MANAGER**

#### **GENERAL FUNCTION**

Under general direction, exercises first level management responsibilities for the District's extensive fleet of vehicles and specialized industrial equipment and associated maintenance, fuel, operator training and procurement functions. Performs representational duties internally and externally with outside agencies, organizations, contractors, and suppliers.

#### **ESSENTIAL FUNCTIONS**

Administers the District's equipment management program, performing or directing through subordinate first line supervisors, all functions related to the procurement, maintenance, fuels distribution, operator training and licensing, and inventorying of the District's diverse fleet of approximately 650 vehicles and industrial equipment, including the licensing of district boats and on-road vehicles. Assures that all assigned functions are performed consistent with federal, state and/or local laws, regulations and codes. Also assures that senior management policy, programs, goals, objectives and guidelines are understood and met. Resolves internal operational problems and coordinates with other District staff in resolving broader problems and issues. Exercises second level supervision over a moderate workforce of primarily journey level employees and indirectly over a small number of contractors. Manages physically dispersed operations through coordinated leadership assuming overall responsibility for a moderate Operating and Capital Budget. Develops, justifies and defends proposed budget submissions. Manages the disposal of the District's surplus assets following Board adopted financial procedures.

Performs representational duties related to assigned programs with regulatory agencies, e.g., California Department of Motor Vehicles and environmental compliance agencies, and contractors and suppliers, e.g., vehicle and equipment vendors and vehicle/equipment repair. Assures that District operational and financial interests receive maximum attention and decisions are consistent with overall District goals and objectives. Serves on internal District committees, working groups and/or ad hoc task forces, providing program expertise and contributing to the attainment of successful results. On call to respond to a wide range of potential public operational or maintenance emergencies, as well as disasters caused by fire, flood, earthquake, or other natural events. Is required to respond to emergencies District-wide at all times through a combination District Dispatch and pager system.

#### **MINIMUM QUALIFICATIONS**

- Education: A Bachelor's Degree from an accredited college or university in business or public administration, or a closely related field; and
- Experience: Four years of experience in vehicle maintenance and repair. At least two of the four years should be at a supervisory level.
- Substitution: A Master's degree in business or public administration, or a closely related field may be accepted as an equivalent to a maximum of one and a half of the required four years of experience.

**OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE**

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of vehicle and industrial equipment types, uses, characteristics, costs and maintenance methods, principles, practices and techniques. Thorough knowledge of management and supervisory principles and practices, and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITION OF EMPLOYMENT

A valid California State driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Chief, Maintenance and Skilled Trades

Employment Category: Management, Range MG03  
Adoption by Board: December 21, 2010  
Resolution #: 2010-12-329  
Salary and New Title Approved through 2010 Budget Process  
Replaces "Equipment Manager"  
Approved by General Manager: January 21, 2011