

RESOLUTION NO. 46-2014

Amending the Position Description for Fleet
Manager.

WHEREAS, City Council wishes to amend the position description for the position of Fleet Manager; and,

WHEREAS, it is necessary to amend the position description for the position of Fleet Manager to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Fleet Manager (Class Specification No.148) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted November 3, 2014

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: FLEET MANAGER

CLASS: 148

Department: Service and Engineering

Title Originated:

Date: November 3, 2014

Title Revised: 1996

Reports To: Director of Service and Engineering

Updated: 2011

General Statement of Duties

The Fleet Manager, under direction of the Director of Service and Engineering provides management and direction of the centralized fleet management program; manages purchasing, maintenance, repair, replacement and surplus disposal for the City's 300 plus vehicle and equipment fleet; supervises fleet maintenance technicians; coordinates in-house and contractual vehicle/equipment preventive and emergency maintenance and repairs to meet the fleet requirements for all City Departments/Divisions; is responsible for budgetary management, inventory and purchasing for the City garage operation.

Essential Functions of the Position:

Develops bid specifications and contract documents for purchase of new and replacement equipment, parts and supplies in accordance with City purchasing requirements.

Coordinates a preventative maintenance program for all City vehicles and gasoline or diesel powered equipment.

Compiles and update detailed records of maintenance and repair work performed to City vehicles and equipment.

Develops vehicle and equipment replacement schedules, depreciation schedules and replacement or disposal evaluation criteria. Assists in annual updates for the City's Capital Improvement Program related to fleet functions.

Maintains asset management data of all equipment vehicles and parts including a parts inventory system.

Prepares detailed written reports as required by the Director of Service and Engineering.

Supervises fleet maintenance technicians including planning, assigning and approving work, coordinating training in automotive practices and procedures, conducting performance appraisals and assuring adherence to rules, regulations, policies and procedures.

Prepares policies and procedures and identifies and corrects defects in the use and operation of City vehicles and equipment including the use of best management practices and compliance with safety requirements.

Supervises the operation of the City's underground fuel storage system including maintaining and tracking product inventory and maintaining compliance with all State and Federal regulations.

Knowledge, Skills and Abilities:

Ability to lift and carry heavy objects up to fifty pounds and ability to regularly stand; walk; use hands to finger, handle, or feel; reach with hands and arms, ascend or descend ladders and stairs.

Tact and courtesy in dealing with the public and other staff while performing assigned duties.

Ability to express oneself accurately both verbally and in writing.

Ability to carry out assigned tasks with little or no direct supervision.

Possesses a thorough knowledge of standard practices, tools, equipment and facilities of the automotive service industry.

Requires knowledge of FASTR Fleet Maintenance software (or an equivalent fleet maintenance tracking software system).

Requires a strong working knowledge of computers and technology including the ability to develop detailed analytical reports to assist and support decision making.

Must be available for 24/7 emergency response

Minimum Requirements for the Position:

Bachelor's Degree from an accredited college or university in Business Management, Public Administration or related field, preferred; four years of practical automotive experience in a supervisory or management role, preferred; or the equivalent combination of experience and training which provides the required knowledge, skills and abilities of the position.

Must possess a valid Ohio Class A Commercial Driver's License with Tanker Endorsement or a valid Ohio Driver's License and the ability to obtain a Class A with Tanker License within 6 months of the date of employment. Must hold EVT (Emergency Vehicle Technician) certification in Fire Apparatus and Design or achieve the certification within 12 months of employment.

The characteristics described here 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.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 46-2014; Effective November 3, 2014