

RESOLUTION NO. 11-2011

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 May 2, 2011

[signature on file]  
\_\_\_\_\_  
President of Council

Attest:

[signature on file]  
\_\_\_\_\_  
Clerk of Council

***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

**POSITION TITLE: FLEET MANAGER**

**CLASS: 148**

Department: Service

Title Originated:

Date: May 2, 2011

Title Revised: 1996

Reports To: Public Service Director

Updated: 2011

FLSA Status: Non-Exempt

### **General Statement of Duties**

The Fleet Manager, under direction of the Service Director and in conjunction with the Maintenance Superintendent, manages maintenance, repair, and purchase of the City's 300 plus vehicle and equipment fleet; a high degree of technical ability required to diagnose, repair, and maintain Police vehicles, Fire Apparatus, Public Service and Parks and Recreation Department vehicles and maintenance equipment; coordinates in-house and contractual vehicle/equipment preventive and emergency maintenance and repairs for all City Departments/Divisions; develops bid specifications and contract documents for purchase of new and replacement equipment; extensive personal contact with all City Departments/Divisions and with the public/vendors for vehicle and equipment maintenance and purchasing; supervises fleet maintenance technicians. Responsible for budgetary management including inventory and purchasing.

### **Essential Functions of the Position:**

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

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

Maintain a parts inventory system.

Prepare detailed written reports as required by the Director of Public Service.

Train mechanics in automotive mechanic practices and procedures.

Conducts performance appraisal for mechanics.

Identifies and corrects defects in the operation of City vehicles and equipment.

Repairs the engine, transmissions, steering systems, clutches, differentials, carburetors, brakes and electrical systems of City vehicles and equipment.

Responsible for the maintenance, tracking, inventory, and State/Federal regulations for City's underground fuel storage system.

Manages and performs all aspects of vehicle and equipment maintenance and repairs including body repair/painting and engine fluids including hydraulics, tires and wheels.

## **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.

Ability to operate vehicles equipped with standard transmissions.

Thorough knowledge of and a high degree of skill in using standard practices, tools and equipment of the automotive mechanic trade.

Thorough knowledge of the principles and operation of internal combustion engines as well as automotive electrical and mechanical systems.

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

Requires a strong working knowledge of computers and technology.

## **Minimum Requirements for the Position:**

Must possess a High School diploma, G.E.D. or equivalent certification. 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 be ASE certified in areas applicable to municipal automotive, light, and heavy duty truck maintenance and complete EVT (Emergency Vehicle Technician) certification in Fire Apparatus and Design within 12 months of employment. Emergency Vehicle Technician Certification Commission (EVT) certification at time of employment preferred.

Must be available 24/7 as necessary.

Minimum four years of practical automotive and truck mechanical repair experience, preferably in a supervisory or management role, or any combination of experience, training, and education which provides the necessary skills and knowledge required to perform the job tasks.

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. \_\_ -2011; Effective \_