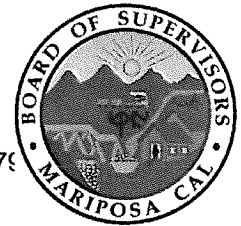




MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1376



RESOLUTION - ACTION REQUESTED 2015-352

MEETING: July 14, 2015

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Amend Fleet Superintendent Job Description to Fleet Manager

RECOMMENDATION AND JUSTIFICATION:

Approve changes in the Job Description of Fleet Superintendent by changing the title to Fleet Manager and making further changes to: the Essential Functions, Knowledge, Skills, Abilities and the Minimum Qualifications of this position.

After fifteen years of service to Mariposa County, the former Fleet Superintendent retired in April 2015. As part of an evaluation of the work being performed by this position, the Public Works Director determined that the following changes to the Fleet Superintendent Job Description, among others, were necessary:

1. Change the title to Fleet Manager to more clearly identify that the position is tasked with supervisory and administrative functions.
2. Identify that the Fleet Manager position administers the safety program for the Public Works Department, coordinates and attends meetings of Department and County wide safety committees, maintains records of program actions, and serves as the safety point of contact for internal and external stakeholders.
3. Delete references to performing mechanical, electrical and hydraulic system diagnostics and repairs or servicing on vehicles.
4. Delete the provision that possession of a valid California Class "B" driver's license is desirable.
5. Add needed knowledge of government bidding processes, the ability and skill to prepare specifications for vehicle and equipment purchases and estimating and managing vehicle and equipment depreciation and replacement fund accounts.

No change in salary for this position is recommended at this time, and as a result, no additional cost will incur to the County from the recommended changes. The salary and benefits for this position have already been included in the Public Works Department portion of the County's current Fiscal Year budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors originally approved creation of the Fleet Superintendent position in April, 2004, and subsequently revised this Job Description in February, 2006.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:


Approval by the Board of these changes will allow staff to begin an immediate recruitment to fill this critical position within the Public Works Department.

ATTACHMENTS:

Draft Fleet Manager Job Description_2 (DOCX)

CAO RECOMMENDATION

Requested Action Recommended



Mary Hoatson, CAO 7/8/2015

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

FLEET MANAGER

DEFINITION

To manage, plan, coordinate and supervise the procurement and maintenance of County-owned motor vehicles and heavy equipment and to serve as the safety program manager for the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works.

Exercises direct and indirect supervision over fleet equipment mechanics and staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, coordinates, supervises and participates in the procurement and maintenance of County-owned vehicles and heavy equipment, including Sheriff's Department and Fire Department vehicles, road maintenance and construction equipment, fleet cars and other motor vehicles and equipment.

Administers the safety program for the Public Works Department, coordinates and attends meetings of Department and County wide safety committees, maintains records of program actions, and serves as the safety point of contact for internal and external stakeholders.

Assists in the development and implementation of goals, objectives, policies and procedures for the Fleet Services Division.

Assists in preparing and administers the division's annual budget; provides records, justification and support to assist in complex fleet-related calculations such as fund transfers and rate setting.

Supervises and evaluates the performance of subordinate supervisor, mechanics and support staff; recommends and implements disciplinary processes as necessary.

Interprets and ensures subordinates' compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Inspects the work of subordinates to verify quality and completion of tasks.

Receives and investigates complaints regarding vehicle/equipment performance and safety.

Supervises safety inspections on vehicles and equipment.

Develops specifications and bid packages for new vehicles, shop equipment and tools, supplies and related products; orders parts and supplies as needed.

Prepares a variety of operations and administrative records and reports; supervises and participates in the maintenance of accurate and complete vehicle maintenance records.

Assists in coordinating division activities with those of other divisions, departments and agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding division activities.

Performs related work as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Estimating and managing vehicle and equipment depreciation and replacement fund Accounts.

Preparing specifications for vehicle and equipment purchases.

Government bidding process.

Modern principles and practices related to fleet management and the operation of automotive and heavy equipment maintenance and repair shops.

Principles and methods used in a program of preventive maintenance for automotive and heavy equipment.

Materials, methods, practices, tools and equipment used in vehicle and equipment maintenance and repair activities.

Operating and care requirements of the entire range of County-owned equipment.

Principles of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Record-keeping and report preparation methods.

Basic mathematics.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Train, supervise, inspect and evaluate the work of subordinate staff.

Effectively administer a variety of fleet management activities.

Determine work priorities and effectively coordinate and schedule resources and staff to perform job tasks within time limits.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare and administer a budget.

Supervise the maintenance of records and inventories.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with staff and those contacted in the course of work.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS

Work is performed both indoors and outdoors. Incumbent drives on surface streets works around machinery and equipment; and risks exposure to traffic hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, skin irritants, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours to complete assignments.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to perform office and supervision duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing duties; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and shop equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Six years of increasingly responsible experience in light and heavy equipment and vehicle maintenance and repair, at least two of which were at a supervisory level.

Education:

High school diploma or GED equivalent.

OR

Experience:

Two years of administrative and supervisory experience.

Education:

Graduation from an accredited college or university with an Associate's degree in automotive / heavy equipment maintenance or equivalent.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.