



CITY OF BUNNELL

Job Title:	Fleet Manager	Job Category:	Administration
Department/Group:	Public Works	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	As Required
Level/Salary Range:		Position Type:	Full Tim/Non-Exempt
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose:</p> <p>This position reports to Department Director.</p> <p>This single position class is responsible for the comprehensive inspection, maintenance, repair, and budget of the City vehicle fleet operated by various City departments, and is distinguished from the Department Director by the overall administrative responsibility for inventory control, purchasing, and disposal, and management of fleet support personnel, and the latter's responsibility for the day-to-day supervision of a single garage and employee work assignments.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Diagnose and perform major repairs and overhauls to gasoline, diesel and compressed natural gas engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves bearings, fittings, wrist pins, gaskets, etc.; inspects, troubleshoots, diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors, fuel pumps, spark plugs, start motors, distributors, generators, voltage regulators, wiring switches, batteries, radiators, thermostats, water pumps, etc. • Diagnoses, repairs, and overhauls power transmission systems, including such parts as clutches, automatic and standard transmissions, differential units, gears, bearings, universal joints and hydraulic units. • Diagnoses, repairs and adjusts steering mechanisms and other controls, checking and aligning wheels. • Inspects, services and repairs vehicle braking systems 			



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- Repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxyacetylene welding equipment.
- Road tests vehicles; drives truck or equipment as required; inspects vehicles in the shop and field.
- Services and repairs vehicle air conditioning systems.
- Diagnoses engine electronic computer using diagnostic scope.
- Smog checks and certifies vehicles.
- Diagnoses and performs electrical, hydraulic and other repairs in the field.
- Performs preventive maintenance work on construction equipment, heavy trucks, backhoes, automobiles, light trucks and other equipment.
- Reads and interprets manuals, drawings and specifications.
- Estimate labor, material and equipment required to complete assignments.
- Diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment.
- Modifies and fabricates new parts for truck bodies and similar equipment.
- Installs and repairs power take-off equipment such as electric cranes, hoists and hydraulic life equipment
- Performs welding work on vehicles, equipment and tools; fabricates metal parts for vehicles, equipment, tools, tanks, plates, grates, etc.; straightens and repairs bent vehicles, equipment and tools; fabricates and installs bumpers, tow bars, ladder racks, tool boxes, pipe railings, etc.
- Reads and interprets blueprints, sketches and rough drawings.
- Ensures proper safety precautions are observed.
- Performs preventive maintenance and service work, including tune-ups, checking and replenishing fluid levels, replacing hoses, belts, batteries, wiper blades, bulbs, lamps; may clean vehicle.
- Performs assigned duties in confined spaces, utilizing departmental safety policies and procedures.
- Assists in setting up barricades.
- Lead, educate and develop employees.
- Monitor employee's performance and be accessible to all areas of the shop.
- Plan daily manpower to meet workload.
- Provide support regarding all equipment related issues.
- Monitor and analyze all opportunities to cut costs and improve efficiencies.
- Perform administrative functions; including payroll approval, repair order maintenance and compliance documentation.
- Address all corrective action regarding direct reports.
- Provide clean, safe working conditions of the facility and equipment.
- Communicate with department director to ensure operation's and city's needs are met.
- Identify and monitor equipment sent to outside sources for repairs.
- Conduct pre-shift meetings.
- Comply with all applicable laws/regulations, as well as company policies/procedures.
- Perform other duties as required.
- Perform mechanic duties and repairs to equipment as required.

Knowledge/Skills/Abilities:

- Knowledge of principles and methods of organizational management; inventory techniques; practices, procedures, equipment, tools, materials, and supplies used in motor vehicle fleet acquisition, utilization, maintenance, repair, and disposition; budget preparation; principles and practices of personnel management; supervisory practices; procurement specification procedures; general computer systems and operations.
- Ability to direct the overall operations of the City garage' develop and implement safety and performance policies and procedures' develop and oversee inventories; assess training needs; oversee planning and scheduling of maintenance and repairs; develop preventative maintenance programs, procedures, and



evaluation schedules; prepare vehicle specifications for purchase; operated and maintain computerized network tracking systems; analyze operating costs; make budget recommendations; assign vehicles; interpret and apply various regulatory requirements; speak and write clearly and concisely; establish and maintain effective working relationships with subordinates, management, vendors, and representatives of other departments and regulatory agencies.

- Must be able to travel as needed.
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.).
- Thorough knowledge of tractor and trailer maintenance, DOT rules and regulations, company policies and procedures.
- Proven leadership and interpersonal skills.
- Must be multi-tasked oriented.
- Computer skills.

Educational Requirements:

- High School or GED
- Four (4) years of increasingly responsible mechanic's experience in an administrative capacity, including two (2) years of supervisory experience in maintenance and repair and/or vehicular fleet operations; or a combination of principles and methods of organizational management; inventory techniques' practices, procedures, equipment, tools, materials, and supplies used in motor vehicle fleet acquisition, utilization, maintenance, repair, and disposition; budget preparation; principles and practices of personnel management; supervisory practices; procurement specification procedures; general computer systems and operations.

Professional Licenses:

- Must possess a valid Florida Driver's License.
- Must possess two years' industry experience in fleet maintenance or operations capacity.
- High school diploma or equivalent.
- Mechanic's Certification/License.

Work Environment:

- Employee will be required to stand and walk; talk or hear in person; sig' climb or balance' stoop, kneel, crouch or crawl' smell; use hands to finger, handle, feel or operated objects, tools or controls; and reach with hands or arms. Incumbents will be required to frequently lift up to 50 pounds and occasionally over 100 pounds.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Some employees in this class may be required to wear respirators regularly. This requirement will prohibit employees from having facial hair or head hair that impairs the effectiveness of respirator equipment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties of the class as they relate to this requirement.
- The employee regularly work in extreme outside weather conditions, near moving mechanical parts, in precarious and confined places, near street/road traffic and frequently on slippery or uneven surfaces. Employee is frequently exposed to wet and/or humid conditions, heavy vibrations, fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock. The noise level in the work environment is frequently loud.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	