



The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

Position: Fleet Manager PW-FLT/1
Department: Municipal Services
Reports To: Public Works Division Director
FLSA: Exempt

JOB SUMMARY

This position is the Fleet Management program manager which includes purchasing of vehicles and equipment and the mechanical repair and maintenance of the city's equipment and vehicle fleet. Moses Lake is a full-service city.

ESSENTIAL FUNCTIONS

- Trains, assigns, directs, supervises, evaluates, and disciplines personnel; ensures compliance with policies and procedures.
- Develops and implements maintenance schedules for the city's equipment and vehicle fleet.
- Evaluates repair needs and determines the appropriateness of using outside vendors; develops repair estimate reports.
- Directs and schedules the installation of customized features to vehicles and equipment, including emergency response vehicles.
- Manages the procurement of new and replacement vehicles and equipment; develops specifications.
- Develops fleet maintenance budget proposals and manages approved funds; controls expenditures.
- Reviews and manages the annual parts and supplies inventory and directs the preparation of related reports.
- Operates a variety of vehicles and equipment.
- Assists in troubleshooting and resolving vehicle and equipment problems.

- Assists in transporting vehicles and equipment to and from vendors and city sites.
- Responds to after-hours emergencies.
- Researches, identifies, and recommends new equipment for purchase.
- Operates, diagnoses, and repairs the radio system.
- Oversees input and retrieval of information for Fleet's service and maintenance records and inventory using asset management software.
- Performs related duties.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Knowledge of the mechanical repair and maintenance of a variety of vehicles and equipment.
- Knowledge of computer applications and job-related software programs.
- Knowledge of budgeting and accounting principles.
- Knowledge of personnel management and supervisory principles.
- Knowledge of city policies and procedures, include personnel and purchasing procedures.
- Skill in developing and writing vehicle and equipment specifications.
- Skill in the identification and implementation of best practices in the fleet management industry.
- Skill in management and supervision.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Public Works Division Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include relevant state and federal regulations, vehicle and equipment manufacturer guidelines, city purchasing policies, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical duties. The wide variety of vehicles and equipment contributes to the complexity of the position.
- The purpose of this position is to direct the city's vehicle maintenance operations. Successful performance ensures the availability of safe and reliable equipment and vehicles used in support of a variety of city operations.

CONTACTS

- Contacts are typically with coworkers, other city personnel, dealers, contractors, vendors, and the general public.
- Contacts are typically to justify or defend matters, give or exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, garage, and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Fleet Supervisor and Vehicle/Equipment Technicians and Lube technicians.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field; or an equivalent combination of education, experience, and training which provides sufficient knowledge to competently perform the duties and responsibilities of the position.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Washington for the type of vehicle or equipment operated.
- Supervisory courses.

- Previous experience in municipal government sector preferred but not required.
- Possession and maintenance of the following ASE certificates are required to be obtained within one (1) year of hire:
 - ASE A1 through A9
 - ASE M1 and M2
 - ASE B2 through B5
 - ASE E1 through E3

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.
