



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## FLEET SERVICES UNIT MANAGER

<b>Group Section:</b> Water Systems Operations Group - Operations Support Services Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 065 <b>Job #:</b> UM012
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### JOB SUMMARY

This unit is responsible for Metropolitan's fleet maintenance and transportation services. Responsibilities include maintenance of vehicles, service trucks, heavy equipment, portable and standby generators, and various operating equipment and management of fuel. Responsibilities also include overseeing Metropolitan vehicle transportation fleet, acquisition of the fleet, and assignment of vehicles; maintenance of fleet licensure, registration, vehicle records such as usage, assignment, mileage, and maintenance; and vehicle transportation services.

### OVERSIGHT

**Supervision Received:** Receives general direction from the Section Manager.

**Supervision Given:** Manages and supervises a staff of managers, administrative support, skilled craft, and service maintenance workers.

### JOB DUTIES

1. Develops the unit goals, long and intermediate term strategies, and priorities; develops a business plan that ensures the accomplishment of the unit goals; tracks unit goals and objectives; and analyzes unit activities.
2. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; identifies employee development and training requirements; and develops staff recognition programs.
3. Establishes, implements, and manages programs and resources of the fleet maintenance function; and manages the preventative and corrective maintenance on vehicles, service trucks, heavy equipment, portable and standby generators, and various operating equipment.
4. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; authorizes purchases; and evaluates and approves bids for future equipment purchases.
5. Oversees Metropolitan's fleet management and fuel management programs; reviews the work schedules, workload, resource allocation, and feedback from service recipients; develops, manages, and tracks process improvements; designs, tracks, and reports on maintenance performance; makes recommendations to improve cost efficiency and effectiveness; ensures the evaluation of vehicle needs; and ensures that vehicle and equipment fees and registrations are handled in a timely manner.
6. Monitors equipment utilization and equipment sharing between units; develops and analyzes requests for additions or replacement of vehicles and equipment; and oversees equipment acquisition including development of equipment specifications and coordinating these efforts with user departments to ensure maximum utilization and productivity while minimizing costs.

7. Serves as project team member and/or team leader for major projects involving substantial capital improvements, special local, regional, or statewide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans.
8. Interprets management policies and procedures to staff and ensures that they are understood and followed; and provides for the maintenance of safe work conditions. Ensures compliance with all federal, state, and local rules and regulations pertaining to the fleet.
9. Makes analytical studies such as cost and benefit analysis of various activities, work improvement methods, cost estimation, work efficiency, compliance with specifications, quality assurance, and other measures of effectiveness and productivity; writes or directs the preparation of a variety of reports; and makes presentations for management, advisory committees, or other interested or involved parties.
10. Represents the Section Manager in his/her absence as appointed by the Section or Group Manager.
11. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
12. Ensures transportation services are appropriately provided for Board Members, tours, inspections, and other Metropolitan activities.
13. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

**Required Knowledge of:** Preventive and predictive maintenance standards; electronic, electrical, hydraulics, and mechanical repairs of automotive and heavy equipment; heavy equipment and vehicle design, load factors, performance standards, Federal Motor Vehicle Safety Standards, and specification conditions; equipment and vehicle maintenance practices and procedures; processes of work flows in a job shop environment; trends and emerging technologies in the automotive, truck, and heavy equipment maintenance industry; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting concepts, practices, and procedures; management and supervisory concepts and techniques; team building; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; principles, methods, practices of management, and operational and statistical analysis; and emergency response procedures.

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**Required Skills and Abilities to:** Manage a diverse work force; plan, organize, and review the work of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan in negotiations or development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, special interest groups, and the public; and use business applications such as word processing and spreadsheets.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

None

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements

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