



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## FLEET PROGRAM MANAGER

<b>Group-Section:</b> Water System Operations – Operations Support Services	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 060 <b>Job #:</b> PM007
-----------------------------------------------------------------------------------	------------------------------------------------------------	-------------------------------------------------

### JOB SUMMARY

The Fleet Program Manager is responsible for continuously analyzing, conducting studies, creating, and managing activities related to the Fleet Services and Capital Investment Plan (CIP) programs. In the CIP process, the Fleet Program Manager develops and implements management plans on each project and at a program level with respect to budget, schedule, risk assessment, risk management, and the Fleet's industry regulators/regulations and laws; provides oversight of all disciplines associated with the development design, progress and implementation of programs and with the disciplines; collaborates on setting key performance indicators to monitor and report on project/programs. Additionally, the Program Manager remains current with best fleet industry practices including maintenance management applications, replacement strategies and makes recommendations regarding effective fleet investments to various levels of management including the Board of Directors.

Fleet operations include maintenance of vehicles, service trucks, heavy equipment, portable and standby generators, various operating equipment and management of fuel, dispatch and air transportation operations.

A program may be an ongoing endeavor, strategic actions of limited duration within an ongoing program, or may comprise multiple large projects which constitute or support a major goal or operation of Metropolitan. A program typically involves external agencies and matrix management of multiple staff. Programs may also involve a single major effort of a comprehensive nature.

### OVERSIGHT

**Oversight Received:** Receives direction from the Fleet Services Unit Manager or Operations Support Services Section Manager.

**Oversight Given:** May exercise technical and functional lead over assigned staff.

### JOB DUTIES

1. Conducts fleet analyses and special studies to analyze systems and implement designs, processes, procedures, forms, and work measurements for effective methods of improvement, work simplification efficiency, improvement of manual processing, or for adaptation to computer processing.
2. Analyzes fleet equipment needs and advises operating units on equipment suitability and possible use of alternative types of equipment by considering cost and use factors and other available information.

3. Evaluates maintenance performance for the determination of staffing levels.
4. Projects future equipment replacement requirements. Reviews output reports from MAXIMO, analyze for patterns and trends, prepares reports and graphs depicting results of these analyses, and recommends appropriate follow up actions.
5. Analyzes proposed and current legislation and governmental policies, rules, regulations, and industry standards and makes recommendations for amendments and policy positions as applicable; proposes legislation; develops partnerships for legislative and regulatory advocacy; works with internal resources, external interagency, and business groups on various program issues; and determines their impact and develops recommendations for compliance.
6. Employs work management and measurement techniques to develop project plans to achieve established objectives and time schedules.
7. Responsible for the analysis and development of productivity measurements to simplify and/or improve processes, determining performance standards by tracking and trending production data, and conducting operations and vehicle fleet cost and usage analyses.
8. Researches operational problems such as equipment utilization, management reporting systems, staffing patterns, and prepares written recommendations for changes and/or improvements.
9. Researches and reports on the ongoing effectiveness of various maintenance procedures, fleet replacement policies, and strategies by using cost accounting methods, and developing justification and documentation for replacement recommendations.
10. Designs MAXIMO, GPS, Oracle, and Fuel Management Reports using BIRT, Actuate, and Microsoft Access.
11. Creates and manages BIRT monthly reports on equipment maintenance and employee productivity. Conducts studies on the fleet process, procedures, and equipment. Analyzes data and makes recommendations.
12. Analyzes the utilization of fleet units and makes recommendations for discontinuance and reassignment of units or rental of seldom-used equipment.
13. Coordinates, integrates, and implements the development and execution of assigned program(s) and CIPs into Metropolitan's overall Capital Investment Plan, business plans and objectives under current Metropolitan program management policies, standards, and procedures for capital programs; directs the scheduling and process for project submittal, evaluation, scheduling, and budget; develops summary presentations for management.

Job Title: Fleet Program Manager

Job Code: PM007

Effective: 06/30/20

Adopted: 01/11/21

Revised:

Supersedes:

Page 2

14. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a project management or lead position; or an advanced degree (i.e., master's or doctorate) from an accredited college or university and eight years of increasingly responsible relevant experience, of which four years must have been in a project management or lead position.

**Required Knowledge of:** Fleet Operations, characteristics, services, technical aspects, policies and procedures, and activities; principles and practices of project management and development including planning, scheduling, and budgeting; recent developments, current literature, sources of information, and research techniques related to assigned programs; advanced principles and techniques of research, investigation, and analysis; principles and practices of public sector contract administration and management; and pertinent federal, state, and local laws, codes, and regulations. Management and supervisory methods and techniques; team building; cost control and forecasting; environmental requirements and CEQA processes.

**Required Skills and Abilities to:** Perform a variety of complex project management function; identify key issues; develop policy recommendations; advance Metropolitan's policies and positions in external areas; research, analyze, and evaluate new service delivery methods and techniques and provide technical expertise; analyze problems, identify alternative solutions, and project consequences of proposed actions, and implement recommendations in support of goals; direct, coordinate, monitor, and oversee specialized studies, project schedules, and related analyses; prepare and administer budgets; direct the preparation of clear and concise technical, administrative, and financial reports; make persuasive and effective presentations of ideas and recommendations; plan, assign, supervise, review, and provide input toward evaluation of staff; select and train staff as appropriate; interpret and apply federal, state, and local policies, laws, and regulations; understand and follow oral and written instructions; communicate clearly and concisely both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

## **CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS**

### **Certificates**

None

### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

### **Registrations**

None

Job Title: Fleet Program Manager

Job Code: PM007

Effective: 06/30/20

Adopted: 01/11/21

Revised:

Supersedes:

Page 3

## **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

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 requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields. May be required to respond to emergencies.

**Vision Requirements:** No special vision requirements.