

City of Dunedin, Florida
Class Description

JOB TITLE: Division Director of Fleet
Public Works and Utilities Department
Fleet Services Division

GENERAL STATEMENT OF JOB

Under direction, supervises the activities and personnel of the Fleet Services Division, ensuring compliance with all applicable policies, procedures, laws and regulations in the provision of effective and efficient City vehicle maintenance and repair services. Oversees and participates in maintenance and repair work. Supervises department technical and clerical personnel. Reports to the Public Works and Utilities Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Oversees all Fleet Services Division functions, ensuring compliance with all applicable policies, procedures, laws and regulations, including all safety policies and procedures.

Supervises department technical and clerical personnel. Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending disciplinary action.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Evaluates the effectiveness and efficiency of department operations; establishes short- and long-term priorities in order to meet departmental goals; and enforces

Division Director of Fleet, ~~Public Works and Utilities Department~~ Fleet Services Division

all policies and safety regulations for the protection of department staff and vehicle operators.

~~Assists in the~~ Responsible for the preparation and management of the Fleet Services Division's annual budget.

Plans and implements vehicle/equipment preventive maintenance schedules.

Develops and implements work flow procedures to increase the productivity of the division.

Coordinates, approves, supervises, inspects and/or performs maintenance and repair work and parts fabrication, ensuring compliance with established standards of safety and quality. Makes arrangements for off-site and/or contracted repair work as needed.

Conducts annual emission, aerial apparatus and fuel system tests.

Manages the use and maintenance of the fuel storage tanks and the computerized fuel management system.

Discusses and assists in evaluating the fleet services needs of various City departments with department heads including preparing vehicle specifications.

Ensures the availability of supplies, parts, tools and equipment required for daily tasks. Monitors inventory, solicits bids and makes purchases as needed.

Oversees the use and maintenance of the fleet services facility; participates in planning for capital improvements to facility.

Keeps abreast of current trends in automotive maintenance and repair work and new products. Attends training seminars and meetings as required.

Compiles data for and prepares a variety of required reports, records and correspondence. Enters computer data; uses computer to produce reports.

Receives and responds to inquiries, concerns and complaints regarding division services and activities.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports

Division Director of Fleet, ~~Public Works and Utilities Department~~ Fleet Services Division

and correspondence, copying and filing documents, ordering supplies, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in Business Management or related field with ten ~~five~~ years of experience in the maintenance and repair of light to heavy equipment; [with two years of prior supervisory experience].

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess valid Florida driver's license with appropriate endorsements.

Must possess ASE certification as a Master Automobile Technician and as a Master Medium and Heavy Truck Technician

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of ~~Dunedin as~~ Dunedin as they pertain to the performance of essential duties of the Division Director of Fleet. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. ~~Has knowledge of the principles and practices of vehicle and heavy equipment maintenance and repair, fleet management, fuel management, etc. Is able to coordinate department activities with other City departments and contractors in order to accomplish goals and complete projects.~~ Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities and financial resources. ~~Is able to supervise, motivate and evaluate the performance of employees. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.~~ Is able to read and interpret technical materials pertaining to the responsibilities of the job. ~~Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has the mathematical ability to handle required calculations. Is able to help compile, organize and utilize various financial information necessary in the preparation of the division budget, and~~

Division Director of Fleet, ~~Public Works and Utilities Department~~Fleet Services Division

~~knows how to monitor the budget. Has knowledge of and skill in the use of modern office equipment, including computers. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.~~ Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to supervise, motivate and evaluate the performance of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment, including computers. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, etc.; to overhaul, restore, renovate, construct and/or rebuild equipment, machinery or objects, requiring adherence to prescribed standards and specifications. Has knowledge of the principles and practices of vehicle and heavy equipment maintenance and repair, fleet management, fuel management, etc.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations using basic geometric and statistical principles and calculations. Has the mathematical ability to handle required calculations. Is able to help compile, organize and utilize various financial information necessary in the preparation of the division budget, and knows how to monitor the budget.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution. Is able to coordinate department activities with other City departments and contractors in order to accomplish goals and complete projects.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involve some lifting, carrying, pushing and pulling of objects and materials of moderate weight (12-20 pounds). Tasks require sufficient hand/eye coordination to perform semi-skilled / skilled repetitive movements.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to smoke/dusts/pollen, fumes, electric currents, vibrations, machinery hazards, noise extremes, bright/dim light.

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

Division Director of Fleet, ~~Public Works and Utilities Department~~ Fleet Services Division

Public Works & Utilities Director

Date