

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Fleet Services Manager
<b>Job Code</b>	4999
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	111

### GENERAL POSITION SUMMARY

Lead the activities of the City's Maintenance Department to ensure proper maintenance of the City's fleet of vehicles. Supervise and manage the work of City repair technicians. Oversee the preventative maintenance program to ensure vehicle safety and compliance with policies and regulations. Orders and maintains inventory and equipment. Oversee annual City auction and vehicle inspections.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Supervises and provides guidance, training, and assistance to the Maintenance Department.
- Develops, implements, and tracks annual budget information.
- Schedules for maintenance and repairs of vehicles and equipment.
- Maintains maintenance records and logs.
- Coordinates state vehicle inspection as required.
- Maintains inventories and requisition system of equipment, parts, and supplies.
- Assists in the purchasing and bidding process for new vehicles and equipment.
- Experience in diagnosis, routine and specialized maintenance and repairs on all municipal motorized equipment including trash trucks, police cars, tractors, tractor trailers, dump trucks, backhoes, and other equipment.
- Experience in vehicle tune-ups, replacement of water pumps, radiators, headlights, oil filters, universal joints, shock absorbers, brake shoes, head gaskets, clutches, tires, and other equipment.
- Performs related work as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- A high school diploma (or GED equivalent).
- Additional training or up to one (1) year of job-related course work after high school.
- At least five (5) years of related work experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

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#### Licenses or Certifications

- Possession of a valid Commercial Driver License (CDL) Class A with Tank.

#### OTHER JOB REQUIREMENTS

- Computer literate with experience using MS Office and fleet management systems.
- Lead the Maintenance Shop workforce.
- Strong troubleshooting skills.

#### PREFERRED QUALIFICATIONS

- ASE Certification(s).

#### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

##### Knowledge of:

- Various types of motors, gas and diesel engines and equipment.
- Automotive repair techniques.
- Test procedures.
- Safety procedures.
- Various tools and equipment.

##### Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature.
- Verbal and written communication.
- Automotive repair.

##### Ability to:

- Develop and meet schedules and deadlines of the work.
- Follow oral and written instructions.
- Maintain effective working relationships.

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#### WORK ENVIRONMENT/CONDITIONS

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment		X	
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )		X	
Extreme heat ( <i>above 100 degrees</i> )	X		
Moving mechanical parts			X
Risk of electrical shock	X		
Vibration			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste		X	
Loud noises ( <i>85+ decibels</i> )			X

#### PHYSICAL DEMANDS

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

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