



## City of Irving Job Description

### Fleet Maintenance Manager

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|---------------------|--------|--------------------------------|------------------------|
| <b>FLSA Status:</b> | EXEMPT | <b>Job Department:</b>         | Fleet                  |
| <b>Job Code:</b>    | 21031  | <b>Reports To (Job Title):</b> | Assistant City Manager |

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#### **PURPOSE**

To direct the operations of the Fleet Maintenance Division, and to oversee the preventative maintenance, inspections, and repairs on all vehicles and related heavy equipment owned by the City of Irving.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Implement division goals, objectives, and policies in compliance with the City regulations.
- Supervise the division's daily work plans, priorities, and programs.
- Develop and administer City's fleet management plans.
- Counsel and evaluate employees.
- Oversee the vehicle and equipment replacement program.
- Maintain Fleet Maintenance budget expenditures and fiscal controls.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Coordinate the division activities with all other City departments.

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 15- 25 employees.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

Manage, develop and administer a multi-million dollar fleet budget.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's degree from accredited four year college or university in subject field or field related to position.

### **EXPERIENCE**

- Five (5) years of automotive repair experience, with two (2) years of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Planning: Sensing the environment and setting goals and objectives.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.

- Service Orientation: Actively looking for ways to help people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form
- Prioritization: Selecting, from multiple options, activities to achieve a goal: prioritization.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Persuasion: Convincing others to approach things differently.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Self-Management: Working independently and without supervision.

## **GUIDANCE RECEIVED**

### **Departmental Goals and Priorities**

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

## **CONTACTS**

This position has contact with various outside vendors and internal customers on a daily basis.

## **EQUIPMENT AND PROPERTY**

Drives a city vehicle on a daily basis.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen and/or see. Frequently, s/he is required to drive a vehicle, sit, talk, and/or walk. Occasionally, s/he is required to lift up to 10 pounds and/or stand.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to a dirty environment, extreme temperatures or weather conditions, air contamination, high and precarious work places, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.