

**City of San José**  
**CLASS SPECIFICATION**

**Title: Fleet Manager (3316)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Public Works	Deputy Director	Exempt

**CLASS SUMMARY**

Under general direction, manages the vehicle and equipment fleet of the City of San Jose. The position is responsible for overall direction of the vehicle maintenance division through subordinate supervision and staff. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single incumbent classification in the Public Works Department. Incumbent reports to the Deputy Director overseeing Facilities and Fleet Management and is responsible for the management of the daily operation of the City's vehicle and equipment fleet including the program's budget and the City's fuel inventory and tracking system. The Fleet Manager is also responsible for developing and managing an efficient and effective maintenance program that provides a variety of preventive maintenance and corrective repair activities on the City's fleet of vehicles and equipment, including police patrol vehicles, fire apparatus, and critical storm and sanitary sewer maintenance, and potable water service equipment. This class differs from the Equipment Maintenance Supervisor I/II in that it has overall management responsibility for the Fleet and Equipment Services Division. It differs from the Deputy Director which has responsibility for the management and oversight of daily operations, programs, and services of multiple divisions within a City department and serves as Department Director in their absence.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Completion of high school, General Educational Development (GED) Certificate, or California Proficiency Certificate and eight (8) years of experience in fleet management, including at least four (4) years as a supervisor or manager.

**Acceptable Substitution**

Completion of an Associate's degree from an accredited college or university may substitute for two (2) of the eight (8) years in fleet management experience. Completion of a Bachelor's degree from an accredited college or university may substitute for four (4) of the eight (8) years in fleet management experience.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

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- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations, such as:
  - Principles, methods and practices pertaining to the management of an equipment maintenance facility.
  - Budget preparation and administration
  - Business practices applicable to fleet management, including a variety of charge-back systems.
  - Applicable vehicle codes and other legal requirements pertaining to vehicles in California.
  - Operation and maintenance of a large fleet of automotive vehicles and other types of equipment.
  
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
  
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
  
- Collaboration – Develops networks and builds alliances; engages in cross-functional activities.
  
- Management – Evaluates priorities to ensure the “true” top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
  
- Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
  
- Initiative – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Maintenance characteristics and requirements of city automotive machinery and equipment.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FREQUENCY*
1.	Plans, directs and coordinates the activities of the vehicle maintenance division in connection with the installation, maintenance and repair of a wide variety of automotive machinery and equipment.	Daily

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
2.	Administers a comprehensive vehicle maintenance and repair program for the City's automotive equipment, heavy equipment and other special equipment	Daily
3.	Through subordinate supervisory personnel, assigns, trains, supervises and evaluates a very large staff and their work; makes recommendations on employment, retention, promotion, demotion, and other personnel actions.	Daily
4.	Analyzes and establishes procedures, scheduling, priorities and workflow. Interprets policy and procedures to subordinates.	Daily
5.	Administers the Vehicle Maintenance and Operating intergovernmental service fund.	Monthly
6.	Directs the operation of the Equipment Management Information System (EMIS), a computer system tracking vehicle and equipment maintenance, cost and repairs.	As required
7.	Develops and enforces the administrative procedure's and policies for the vehicle maintenance division of the General Services Department.	As required
8.	Prepares, develops and manages the approved divisional budget.	As required
9.	Establishes and standardizes vehicle and equipment replacement policies including leasing and buying.	As required
10.	Develops, installs and maintains systematic procedures of preventative maintenance for vehicles and equipment	As required
11.	Analyzes and determines the appropriateness of either buying or leasing vehicles and equipment for the City.	As required
12.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

### **PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person, in writing, and via various electronic mediums such as telephone, computer, radio, etc.;
- Maintain professional demeanor during interactions with staff, customers and the public.
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;

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- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created in 9/86, Rev. 4/92, Rev. 7/20, Rev. 10/20; s002*