

Middletown, CT Job Description

Classification Title	Manager of Fleet Services
Job Code	
Department	Public Works
Union Group	Teamsters 671
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to manage and supervise the vehicle and equipment maintenance and repair program for police vehicles, fire vehicles, Water and Sewer and Parks department, Public Works and other City owned vehicles and equipment. ~~The work is performed under the direction of the Director of Public Works and/or designee.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Manages a skilled mechanical workforce in the overhaul, repair and maintenance of City vehicles, trucks, heavy and light equipment and other mechanical equipment. Manages the work performed by the garage and by private vendors. Oversees mechanics use of power equipment.
- ~~Provides D~~irect supervision of garage personnel. ~~;~~ ~~p~~rovides training and instruction. ~~;~~ ~~p~~lans, coordinates, prioritizes, schedules, assigns and reviews work. ~~;~~ ~~a~~llocates personnel. ~~;~~ ~~m~~aintains standards and evaluates performance. Administers collective bargaining agreements. ~~;~~ ~~m~~akes recommendations for hiring of new personnel and discipline.
- Oversees the security of the garage.
- Oversees the response to emergency situations involving garage personnel. Coordinates efforts with the Superintendent of Streets and Sanitation and other city departments.
- Develops budget recommendations and CNR. ~~;~~ Manages parts inventory and authorizes the purchase of parts. ~~;~~ ~~p~~rocesses invoices for payment. Develops and reviews bid specifications for equipment. Signs off on vehicles to accept purchase after inspection. Monitors vehicle registration.
- Coordinates and administers comprehensive preventive maintenance program for vehicles, trucks and equipment. Maintains and analyzes data regarding vehicles and equipment maintenance.

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- Prepares a variety of reports, documents and correspondence. Prepares work orders, summary data and invoices. Forecasts long and short term work loads. Maintains time records for employees. Maintains material safety data book.
- Identifies training programs for employee development. Coordinates demonstration of equipment by vendors. Attends training for supervisors. Attends weekly staff meetings.
- Performs the work of garage staff as needed. Operates heavy equipment to troubleshoot problems.
- Reviews insurance claims. Follows up on accident reports as a member of the Mayor's accident review committee.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Associate's degree or equivalent in Mechanics/Repair training at t least with seven years of progressively responsible vehicle and equipment repair/garage management/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- Position requires a Class A Commercial Driver's License, Motor Transport Association certification and Air Conditioning License.

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.

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Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, repair orders, invoices, specifications, purchase orders, warranties, titles, daily diary, logs, memos, service records, catalogs, MSDS book, correspondence and general operating manuals.~~
- ~~Requires the ability to communicate orally and in writing with the Director and all Garage personnel, other City departments, vendors, insurance adjusters, body shops and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in ~~T~~training, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone

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- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, radios, torches, air conditioning units and equipment, grinders, lifts, diagnostic equipment, hand and power tools, and/or related materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as repairing vehicles and equipment.~~
- ~~Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and~~

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~~balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature, lighting and noise extremes, vibrations, machinery or traffic hazards can cause discomfort and where there is a risk of injury~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

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

Date created:	03/09/15
Dates revised	