



FLEET MAINTENANCE ADMINISTRATOR

DEPARTMENT: County Administration/Fleet Maintenance

NATURE OF WORK:

Performs highly skilled supervisory/administrative work.

Plans, organizes, coordinates, and directs the operation of the County's fleet program. Work includes administration and management of Fleet Maintenance division and supervision of skilled vehicle mechanics and clerical support staff. Work is performed under the general supervision of the Manager of Financial and Management Services.

ESSENTIAL FUNCTIONS OF THE JOB:

Coordinates and directs the servicing, maintenance, and repair of county vehicles and small engine-powered equipment to provide safe, reliable, and productive vehicles and equipment to user departments in a cost-effective and timely manner.

Establishes and administers programs, policies, and procedures, including general and preventive maintenance programs, repair and overhaul, fee structures, general shop operations, and scheduling and prioritizing of work.

Provides guidance and supervision to Automotive Mechanics engaged in the repair and servicing of a wide variety of automotive and small engine equipment; provides technical advice and guidance in the diagnosis and repair of difficult problems.

Supervises the automotive inventory function.

Determines need and feasibility of major repairs on individual pieces of equipment; consults with user departments to recommend repair or replacement of equipment.

Consults with departments to evaluate their automotive requirements; recommends purchase of new automotive equipment; prepares and/or reviews specifications based on used needs, replacement policies and vehicle procurement activities.

Designs, implements, reviews, and disseminates Fleet Management requests. Recommends action based on accepted best business practices for Fleet Management to user departments.

Formulates, reviews and recommends individual user department budgets pertaining to fleet functions.

Conducts studies, analyzes results, and implements programs related to all aspects of Fleet operations, vehicle utilization, costing, replacement criteria, and acquisition/disposal strategies.

Ensures compliance with Federal, State, and local regulations pertaining to fleet operations, fueling services, alternative fuel vehicles, Clean Air Act, etc.

Conducts County surplus equipment auction as needed.

Performs daily updates and maintains the computerized maintenance data base, prepares reports, receives and responds to requests for information concerning fleet operations and maintenance services.

Inspects major repair, overhaul, and maintenance jobs on automotive equipment performed by Automotive Mechanics, private contractors, and vendors.

Coordinates and monitors outside contractual agreements for service.

Initiates and recommends personnel actions such as hiring, performance appraisal, counseling, and discipline; provides guidance and training to staff members.

Prepares and administers the garage's annual operating budget.

Maintains a variety of records and prepares reports on such areas as the county fuel inventory, cost analysis, repair order analysis, preventive maintenance report.

Insures that garage operates in accordance with established safety procedures and policies and is in compliance with OSHA safety rules and regulations.

Purchases and rehabilitates used equipment from other agencies when feasible; negotiates price and estimates rehabilitation costs; designs and builds special equipment when feasible.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at a garage, typically indoors. Requires frequent lifting. Operates a variety of hand and power tools and equipment. Drives a variety of County vehicles and heavy equipment, including buses, large trucks, fork lifts, backhoes, and combination vehicles.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the repair and maintenance of both gasoline and diesel engine automotive and mechanical equipment.

Thorough knowledge of the principles and practices of automotive repair shop management.

Considerable knowledge of business practices applicable to fleet maintenance management, and administration.

Considerable knowledge of purchasing, inventory, and storeroom procedures applicable to automotive parts and supplies.

Considerable knowledge of used/surplus equipment capabilities, examination and testing prior to purchase and sources for needed contractual skills and parts.

Ability to plan and supervise the work of others.

Ability to communicate effectively, both orally and in writing.

Ability to formulate and administer budgets.

Ability to maintain records, make recommendations, and prepare reports.

Ability to establish and maintain effective working relationships with county employees and private vendors.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; including or supplemented by vocational, technical, or trade school training in automotive mechanics and college level business courses; extensive experience in the maintenance and repair of automotive equipment including supervisory and administrative experience; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Virginia Class A Commercial Driver's License.

Date: September 2003
fleetadm.225_196_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Fleet Administrator Position Number: 225
Department: County Administration Division: Fleet Maintenance

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgements
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- _____
- Not essential to job function

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓		✓	
Push/Pull						✓		✓	
Hold/Carry						✓		✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Step stool | <input checked="" type="checkbox"/> 1 flight | <input checked="" type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input checked="" type="checkbox"/> 2-3 |
| <input checked="" type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other <u>stairs</u> |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit			✓					✓	
Walk			✓					✓	
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Small Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medium Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Large Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Truck w/Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			