

CITY OF BURBANK

FLEET MANAGER/BWP

DEFINITION

Under general direction, to manage, plan, and coordinate the activities of the utility's fleet operations; coordination of assigned activities with other divisions, City departments, and outside vendors; and to do related work as required.

ESSENTIAL FUNCTIONS

Coordinate the procurement, maintenance, and repair of the utility's equipment and vehicles to ensure that the equipment and vehicles are available to support the emergency restoration of electric and water services and support the efficient operation of the utility; develop, maintain, and recommend appropriate changes to the utility's fleet replacement plans, including specifications, procurement, and maintenance; coordinate the procurement, maintenance, and repair of the utility's equipment and vehicles to ensure that the equipment and vehicles are available to support the emergency restoration of electric and water services and support the efficient operation of the utility; develop, maintain, and recommend appropriate changes to the utility's fleet replacement plans, including specifications, procurement, and maintenance; ensure the utility's fleet complies with relevant laws, codes, and regulations; ensure compliance with the vehicle standardization policy; coordinate the availability of grant funds for the utility's fleet; fleet management, planning, and reporting; participate in the development and implementation of goals, objectives, policies, and priorities for the fleet section; identify resource needs; develop, recommend, and implement policies and procedures; select, train, and evaluate fleet section personnel; effectively recommend and implement discipline up to and including termination; assign work activities and projects; identify and recommend opportunities for improving service delivery methods and procedures; develop and administer the fleet budget; ensure that appropriate quality standards are maintained; establish and report key performance indicators for fleet availability, maintenance, and operations; store and dispose of surplus equipment; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - operational characteristics including the duty to serve and restore utility service; activities of electric and water utility fleet operations; principles and practices of fleet management, including computer systems; methods of repair and maintenance, equipment specifications, and procurement needed for utility operations; principles of budget preparation and control; principles of management and supervision, training, and performance evaluation; relevant laws, codes, and regulations.
- Ability to - manage and coordinate the work of assigned fleet personnel; select, supervise, train, and evaluate staff ; interpret and explain fleet operations policies and procedures; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with an Associate's Degree in fleet operations or a closely related field and five years of progressively responsible fleet experience preferably in fleet management and operations, including at least two years in a supervisory capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment and a California Class "A" driver's license or equivalent at time of permanent appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Utility fleet management experience.