

# Water Authority Position Description

## FLEET MANAGEMENT SUPT

Status	Position Code	Level	Date
APPROVED	STFM	P28	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

DIRECT, MANAGE, SUPERVISE AND COORDINATE THE ACTIVITIES AND OPERATIONS OF THE STAFF THAT REPAIR AND SERVICE ALL WATER AUTHORITY FLEET OF EQUIPMENT AND VEHICLES.

### MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE IN VEHICLE MAINTENANCE AND REPAIR OR TWO (2) YEARS SPECIALIZED TRAINING IN THE MAINTENANCE AND REPAIR OF GAS AND DIESEL-POWERED LIGHT AND HEAVY EQUIPMENT AND FLEET MANAGEMENT PLUS FIVE (5) YEARS FLEET MANAGEMENT OR MAINTENANCE EXPERIENCE INCLUDING (1) YEAR SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY. COLLEGE LEVEL COURSE WORK IN MANAGEMENT OR BUSINESS ADMINISTRATION IS DESIRABLE.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS.  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM THE DIVISION MANAGER.  
EXERCISES DIRECT SUPERVISION OVER STAFF.

### ESSENTIAL FUNCTIONS

1. PLAN, PRIORITIZE, ASSIGN, AND REVIEW THE WORK, REPAIR, SERVICING AND STORAGE OF VEHICLES AND ACCESSORIES TO INCLUDE THE WORK CONDUCTED BY CONTRACTORS.
2. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
3. ESTABLISH SCHEDULES AND METHODS FOR PROVIDING VEHICLE MAINTENANCE AND REPAIR SERVICES. DETERMINE PRIORITY OF WORK TO BE DONE AND ALLOCATE RESOURCES IN ACCORDANCE WITH APPROVED PROCESSES.
4. PARTICIPATE IN BUDGET PREPARATION AND ADMINISTRATION AND PREPARE SPECIFICATIONS FOR PURCHASING VEHICLES AND EQUIPMENT.
5. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES. MAINTAIN A VARIETY OF VEHICLE SERVICE RECORDS, INCLUDING SPECIAL INCIDENT AND PROPERTY DAMAGE.
6. INSPECT, TEST DRIVE AND DIAGNOSE VEHICLES AND EQUIPMENT FOR REPAIR AND MAINTENANCE NEEDS. DEVELOP REPORTING AND INSPECTION FORMS FOR ALL VEHICLE REPORTS ON VEHICLE USAGE AS REQUESTED.
7. MAINTAIN INVENTORY NECESSARY FOR PERFORMING ASSIGNED TASKS. ORDER SUPPLIES, EQUIPMENT AND MATERIAL WHEN NEEDED.
8. TRAIN PERSONNEL IN DIAGNOSTICS, EQUIPMENT OPERATION, SAFETY, CERTIFICATION REQUIREMENTS, AND PARTS ROOM PROCEDURES.
9. COORDINATE REPAIR AND MAINTENANCE SERVICES WITH OTHER WATER AUTHORITY DEPARTMENTS AND DIVISIONS, AND WITH OUTSIDE AGENCIES.
10. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
11. PREPARE AND UPDATE VEHICLE RISK RANKING FOR USE IN PRIORITIZING AUTHORITY-WIDE VEHICLE REPLACEMENT PURCHASES.
12. UTILIZE WATER AUTHORITY VEHICULAR COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) OR OTHER SOFTWARE SYSTEM (EG., MAXIMO, ERP). MAINTAIN A DATABASE OF ALL FLEET INCLUDING PERSONNEL USING THE FLEET, FUEL USAGE, PERIODIC MAINTENANCE AND ALL OTHER RECORDS.
13. ADMINISTER CONTRACTS, WARRANTIES AND GUARANTEES ON VEHICLES AND EQUIPMENT. MONITOR REGISTRATION AND LICENSING OF ALL WATER AUTHORITY VEHICLES.

14. MAINTAIN ALL THE VEHICLE TRACKING EQUIPMENT INCLUDING INSTALLATION, MONITORING, PERIODICALLY INSPECTING AND WRITE REPORTS ON VEHICLE USAGE AS REQUESTED.

15. PURCHASE AND MAINTAIN CONTRACTS FOR BULK FUEL FOR STORAGE FOR USAGE AT THE SOUTHSIDE WATER RECLAMATION PLANT AND SOIL AMENDMENT FACILITY. FUEL MUST BE INVENTORIED AND ORDERED AS NEEDED TO MEET DEMAND. TRACK USAGE AND REPORT ANYTHING OUT OF THE ORDINARY.

16. OBTAIN AND MAINTAIN FUEL CONTRACTS WITH LOCAL VENDORS FOR FLEET FUELING IN THE ALBUQUERQUE METROPOLITAN AREA. FACILITIES SHOULD BE PERIODICALLY INSPECTED AND RANDOM AUDITS SHOULD BE PERFORMED TO EVALUATE POTENTIAL MISUSE OR FRAUD.

### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF FLEET MANAGEMENT.

2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

### **PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF A UTILITY FLEET MANAGEMENT PROGRAM  
PRINCIPLES AND PRACTICES OF FLEET MAINTENANCE AND REPAIR  
OPERATING AND REPAIR CHARACTERISTICS OF A VARIETY OF GAS AND  
DIESEL-POWERED LIGHT AND HEAVY EQUIPMENT  
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF AUTOMOTIVE REPAIR AND  
MAINTENANCE  
APPLICABLE SAFETY, QUALITY AND WORK STANDARDS  
METHODS AND TECHNIQUES OF COST ANALYSIS FOR REPLACEMENT OF UTILITY-OWNED  
VEHICLES AND EQUIPMENT.  
BIDDING AND PURCHASING PROCEDURES INCLUDING PREPARATION OF BID  
SPECIFICATIONS  
PRINCIPLES AND PRACTICES OF BUDGET PREPARATION AND ADMINISTRATION  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

### **PREFERRED SKILL/ABILITY**

OVERSEE AND PARTICIPATE IN THE MANAGEMENT OF A COMPREHENSIVE FLEET MANAGEMENT PROGRAM  
SUPERVISE, ORGANIZE AND REVIEW THE WORK OF SUPPORT STAFF  
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
ANALYZE FLEET REPLACEMENT NEEDS AND RECOMMEND COST EFFECTIVE SOLUTIONS  
PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF DIVISION GOALS, OBJECTIVES AND PROCEDURES  
PREPARE AND ADMINISTER FLEET MANAGEMENT PROGRAM BUDGET  
ANALYZE PROBLEMS, DIAGNOSE AND REPAIR MAINTENANCE PROBLEMS  
RESEARCH, ANALYZE AND EVALUATE NEW SERVICE DELIVERY METHODS AND TECHNIQUES  
PREPARE CLEAR AND CONCISE ADMINISTRATIVE AND FINANCIAL REPORTS  
INTERPRET AND APPLY FEDERAL, STATE, LOCAL AND WATER AUTHORITY LAWS, REGULATIONS, POLICIES AND PROCEDURES  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

### **WORKING CONDITIONS**

OFFICE ENVIRONMENT, WORKING CLOSELY WITH OTHER, EXPOSURE TO COMPUTER SCREENS.

### **PHYSICAL REQUIREMENTS**

ESSENTIAL AND MARGINAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR WALKING, STANDING AND SITTING FOR PROLONGED PERIODS OF TIME. MAY INCLUDE LIGHT LIFTING, CARRYING AND REPEATED BENDING.