

## Alternative Job Titles

Fleet Superintendent, Fleet Maintenance Manager, Automotive Pool Manager, Motor Vehicle Operations Manager, Equipment Manager, Director of Transportation Operations, Fleet Maintenance Supervisor

## Job Description

A Fleet Manager plans, organizes, implements, directs, and leads the activities of the Fleet Services Division of a Department of Public Works or a State Department of Transportation. Duties include oversight of vehicle and heavy equipment repair, maintenance, fueling, record keeping, and vehicle procurement/disposal. The Fleet Manager collaborates and coordinates with other departments and divisions and other governmental agencies. Other duties include:

- Determines whether equipment needs can be met.
- Buys or researches and recommends equipment for specific activities.
- Identifies and integrates new technologies into departmental operations.
- Ensures personnel safety through effective use of training, performance management, and communication.
- Participates in outside community and professional groups and committees.
- Mentors staff and provides training programs for equipment operators and other subordinates.
- Sets and monitors productivity measures.

## Knowledge Requirements

- Specifications
- Preventive maintenance
- Inventory management
- Life-cycle costing
- Equipment maintenance practices
- Procurement and acquisition
- Outsourcing
- Parts management
- Environmental laws and regulations
- Safety
- Financial management and budgeting
- Risk management
- Warranty and performance guarantees

## Technical Skills Requirements

- Fleet management software, Telematics
- Standard Microsoft Office applications

## Education & Work Experience

- Bachelor's degree in Business Administration or related field and five (5) years of increasingly responsible supervisory experience in vehicle and equipment maintenance. A combination of education, training, and experience is acceptable.
- Any of the following certifications are acceptable: APWA Certified Public Fleet Professional, NAFA Certified Automotive Fleet Manager, or NAFA Certified Automotive Fleet Specialist.

## Required Skills & Abilities

- Develop and implement plans, policies, programs, and procedures
- Shop and facility management
- Diagnose and address operational problems
- Communicate effectively with the public
- Organizing, scheduling and coordinating
- Written and oral communication
- Hazardous waste disposal
- Emissions
- Read, interpret, and analyze technical codes, regulations, and data
- Strategic mindset
- Customer service
- Complex problem solving and negotiation
- Supervisory/leadership

## Typical Salary

- \$58,600 – \$100,400

*\*Sources: Burning Glass Labor Insights for salaries by experience and Glassdoor for upper and lower salary bounds.*