

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FLEET MANAGER

DEFINITION:

Under administrative direction, to plan, supervise, coordinate and review the work of a major repair facility; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Provides technical expertise in every aspect of repair, modification and maintenance of a large fleet of City Vehicles;
- Plans, assigns, coordinates and directs, through subordinate supervisors the operations and functions within a major repair facility;
- Coordinates appropriate information and work of the repair facility with City departments, units and vendors;
- Prepares preliminary budget recommendations;
- Manages an approved budget by reviewing and monitoring budget status and expenditures;
- Reviews, evaluates and makes recommendations and enforces policies, procedures and legislation;
- Develops specifications for vehicles and shop equipment and ensures specifications are met;
- Tests and evaluates new products for efficiency and cost savings;
- Participates in design and equipping of new automotive maintenance facilities;
- Selects, trains, and evaluates work performance of subordinates;
- Determines, develops and provides appropriate training and safety programs;
- Assures compliance with City, State and Federal laws, rules and regulations regarding use/disposal of hazardous materials/waste;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of supervisory experience in the repair and maintenance of automotive equipment, or heavy construction equipment. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.