



POSITION DESCRIPTION

Title:	Fleet Manager	Department:	Public Works
Type:	Regular	FLSA Status:	Exempt
Pay Range:	M/106	Revised:	08/2025

DEFINITION

To manage, supervise, and coordinate the activities of the Garage Services Division, including programs for maintenance, repair, reconditioning, and purchase/replacement of all motorized equipment for the Town.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director/Town Engineer or designee. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Coordinate with IT department and IT coordinator on the development of systems to manage parts, fuel, vehicle replacement and history, and vehicle work order assignment and tracking.
- Manage and update vehicle data in CA CARB websites, monitor changes to the program and make recommendations for compliance.
- Evaluate contract repair of vehicles and equipment including regular, emergency, and preventative maintenance.
- Coordinate with contract partners on preventative maintenance programs
- Direct and coordinate the activities and schedule of Equipment Mechanics.
- Develop and apply administrative policies and procedures in connection with the direction of the Town's repair and preventative maintenance operations.
- Develop and oversee contracts for outside repair and rental of equipment.
- Select, assign, train, and evaluate staff.
- Schedule and set priorities in repair of vehicles.
- Manage Town-wide fuel and waste oil storage tanks providing inventory controls and fuel dispensing maintenance and repairs.
- Coordinate with the Finance Department to develop rates for charging back users for maintenance, fuel and capital equipment costs.
- Manage day-to-day fuel program and participate in the development and evaluation in the use of alternative fuels.
- Prepare annual budget and manage expenditures.

- Interpret and apply policies and procedures to subordinates.
- Perform analyses to maintain and improve cost-effective utilization of resources.
- Keep abreast of technological advances in equipment, tools, maintenance techniques, and management.
- Ensure safe working conditions.
- Prepare memos, letters, and reports as needed and directed.
- Organize and supervise a regular fleet maintenance program for all vehicles.
- Organize and maintain a proper inventory of vehicle repair parts, including hydraulic fittings, filters and other related items.
- Maintain current vendor list for mechanical purchases.
- Purchase needed parts for vehicle repairs and other related items.
- Coordinate with the Facilities and Asset Manager on assets within the department. Supervise and direct Equipment Mechanics, Equipment Mechanic Trainees, and other employees in repair and service of Town vehicles.
- Maintain inventory records for other departments.
- Maintain service and maintenance records, including those required by DOT, and contract and/or consolidated fleet maintenance programs.
- Organize and direct skilled and semi-skilled personnel in the following:
 - Inspect, locate and diagnose mechanical defects on Town equipment, including automobiles, trucks, construction, snow removal and other power-driven equipment.
 - Determine the extent of necessary repairs.
 - Overhaul, repair and adjust engines, transmissions, differentials and clutches.
 - Tune up engines, replacing ignition parts and cleaning and adjusting carburetors and fuel injection systems.
 - Replace or repair faulty parts, including wheel bearings, oil seals, shock absorbers, exhaust systems, steering mechanisms, and other parts and equipment.
 - Repair and/or replace components, including generators, alternators, distributors, relays, lights, switches and electronic ignitions.
 - Maintain, repair and adjust small two- and four-cycle engines, including generators, water pumps and air compressors.
 - Perform welding work to adapt and fabricate parts and equipment.
 - Remove and replace engines, transmissions and drive trains.
 - Perform specialized maintenance and repairs on diesel equipment and hydraulic systems.
 - Carry out preventive maintenance programs.
 - Make field and emergency repairs as necessary.
 - Document and maintain records on time and materials used using the Towns Fleet Management System or as directed.
 - Road test repaired equipment and perform other related duties as assigned.
- Conduct fiscal year-end inventory and monthly, quarterly inventory checks.

- Prepare fiscal year-end summary of parts and labor expenses for the division.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods and practices pertaining to the management of an equipment maintenance facility.
- Methods, tools, materials, and equipment used in the maintenance and repair of automotive, heavy equipment and parks equipment.
- Principles and methods of gas and electrical welding.
- Operation and care of internal combustion engines (gas and diesel) and components.
- Principles and methods of preventive maintenance.
- Occupational hazards and standard safety precautions.
- Safe work practices.
- Principles of supervision and training.
- Operation and functions of computerized fleet and parts programs.

Ability to:

- Supervise and train assigned staff.
- Operate computerized fleet and parts programs.
- Inspect automotive, parks, construction, and snow removal equipment to locate mechanical defects.
- Estimate time and materials needed for repair work.
- Maintain records of repair time and materials, preventive maintenance programs, etc.
- Make sound decisions in a manner consistent with the essential job functions.
- Communicate with others and assimilate and understand information, in a manner consistent with the essential job functions.
- Operate assigned equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a college degree, possession of college course work, or on the job training with demonstrated managerial abilities in Fleet or Automotive Management.

Experience:

Five years of increasingly responsible journey-level work experience performing skilled maintenance and repair work on automotive, construction and other power-driven equipment (including diesel engines and hydraulic systems), with a minimum of three years of responsible management experience.

Licenses:

Possession of, or ability to obtain within the state-required time frame of ten (10) days from hire date, a valid California Class A or B driver license, with appropriate Department of Motor Vehicles endorsement to haul hazardous materials and fuels.

TOOLS AND EQUIPMENT USED

Motorized vehicles for driving and evaluation purposes, power and hand tools and equipment for carpentry, painting, plumbing, electrical, and cement finishing work, mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles, janitorial tools including floor buffers, steam cleaners, washers, vacuums, mops, brooms, personal computer, including word processing software, calculator, copy and fax machine, phone, mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme heat, cold, wind and other seasonal conditions. The employee is occasionally

exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

ACKNOWLEDGMENT STATEMENT

I, _____, understand the requirements and expectations outlined in this position description. I further acknowledge:

☐ Receipt of a printed and/or electronic copy of the *Personnel Rules*, my position description, and the *General Employee's Association Memorandum of Understanding*...

or

☐ that I have been offered the documents and refused them...

Additionally, I understand that accepting employment constitutes agreement to all established policies of the Town of Mammoth Lakes, and that I am personally responsible for familiarizing myself with the said policies. I also understand that if I have questions regarding Town of Mammoth Lakes policies, I should consult with my immediate supervisor or Human Resources personnel.

Received and acknowledged by:

Employee Signature

Date