



CLASSIFICATION TITLE: Fleet and Equipment Maintenance Manager	JOB NUMBER: 7220	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Administrative Services Director	PAY GRADE: 25	FLSA STATUS: Exempt "At-Will"

GENERAL SUMMARY

Performs skilled technical work organizing and directing the maintenance and repair of all City vehicles, heavy-duty trucks and equipment. Work involves setting policies and goals under the general direction of the Administrative Services Director (supervisor). Divisional supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Manages the effective and efficient activities of the equipment maintenance staff; directs a variety of activities and operations in the maintenance and repair of City vehicles, heavy-duty trucks, equipment and other related work.
- Manages assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.
- Demonstrates and participates in the proper and safe operation of vehicles, equipment and tools; reviews work practices for proper safety procedures and supply with proper safety equipment; reviews personnel duties to assure

timelines and quality of work; investigates accidents of Equipment Maintenance staff to determine cause and takes appropriate actions; coordinates equipment maintenance and fleet issues with the Risk & Safety Program Administrator as issues arise.

- Estimates materials, time and personnel required to complete work projects; develops work schedules; inspects work in progress to assure projects are completed in compliance with codes, specifications, quality standards, work orders and time schedules; prepares and maintains a variety of records related to division activities, personnel, equipment, goals and preventative maintenance.
- Assists Director with equipment maintenance goals, strategic planning and policy development; makes recommendations to ensure policies, procedures and processes are consistently administered and align with organizational goals, best practices and city, state and federal regulations and laws.
- Administers replacement program; develops specifications for the acquisition of materials, equipment and tools.
- Develops and recommends division budget; controls and monitors expenses within budgeted appropriations; ensures fiscal responsibility and cost consciousness.
- Resolves complaints and provides information and explanations; follows-up on issues raised by the staff and customers as necessary.
- Responds to emergency and off-hour situations as needed.
- Works in conjunction with the Purchasing and Contracts Manager to oversee and manage the disposal of City surplus, salvage and obsolete equipment and property.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable federal, state and local laws, rules, codes, regulations and standards related to assigned activities.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations, practices and procedures.
- Record-keeping principles, procedures and techniques.
- Inventory methods and practices.
- Modern office practices, methods, procedures and equipment.
- Purchasing policies and procedures.
- Reporting of equipment maintenance and replacement metrics and statistics.
- Public speaking and facilitation techniques.

Skills and Abilities to:

- Direct a variety of specialized activities in the maintenance and repair of City fleet and other related work.
- Assure work projects are completed according to code, specifications, time lines and safety requirements.
- Direct the maintenance and repair of City fleet.
- Read, interpret, explain and apply technical plans, specifications and state laws and regulations related to assigned division activities.
- Analyze situations accurately and adopt an effective course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Correct safety violations.
- Maintain records and reports related to work performed.
- Observe legal and defensive driving practices.
- Provide technical information, assistance and training.
- Collect, compile, analyze and tabulate statistical data and provide informative reports and metrics.
- Communicate effectively both orally and in writing; comprehend and use English effectively, including producing all forms of communications in a clear, concise manner.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Valid driver's license with a Class "A" CDL with a tanker endorsement upon hire.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in equipment management, business administration, public administration or related field and six (6) or more years of experience in equipment management and replacement, including three (3) years in a supervisory role, or equivalent combination of education and experience.

COMPETENCIES

Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others to drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

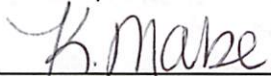
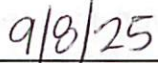


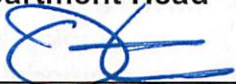
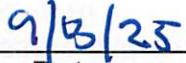
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned locations; regular exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, standing, walking, pushing or pulling, repetitive motions, climbing or balancing, stooping, kneeling, and crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word level; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work seldomly requires working near moving mechanical parts and exposure to fumes or airborne particles; work regularly requires exposure to outdoor weather conditions.

Authorization (for Archive)

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 classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date