

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

FLEET SERVICES MANAGER

Revision #

Date: 9/12/2005

Approved By:

Reports to: Fire Chief

Supervisory Position: Yes **PFA:** No **Safety:** No **FLSA Exempt:** No

General Position Description

Performs under general supervision; to organize, participate, and direct the work of personnel in the repair, maintenance, and servicing of automotive, non-automotive equipment and heavy equipment; and to perform related duties as required.

Principle Duties and Responsibilities

- Plans and directs staff in the proper maintenance of vehicles and equipment.
- Inspects and diagnoses mechanical defects in mechanical equipment, including diesel engines, gasoline engines, transmissions, fire pumps, hydraulic ladder equipment and other equipment typical to vehicles and fire apparatus.
- Schedules, assigns and supervises maintenance and service work.
- Maximizes manpower, parts, tools, and supplies for availability and cost effectiveness.
- Prepares and maintains accurate computerized and non-computerized repair records, vehicle files, tool inventory lists, and material safety data forms.
- Communicates with vendors, suppliers, and department administrators and operators to maintain good relations.
- Ensures tools, equipment and shop facilities are kept in top working order to meet the needs of the mechanic and to produce desired productivity.
- Maintains adequate and secure inventory of parts, supplies and tools needed to properly service vehicles and equipment.
- Works with various division heads in scheduling repairs, prioritizing work items, and determining need for repair work to be done by specialty shops.
- Consults with vehicle or equipment operators to assist in diagnosing problems and facilitating the repair procedure.

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- Resolves personnel matters.
- Prepares billing invoices for services performed for outside agencies.
- Assists in the development of annual budget for the Fleet Maintenance Section.
- Conducts performance evaluations of subordinates.
- Conducts safety inspection program for all vehicles and maintains records.
- Researches suppliers for quality of work on needed servicing and prices available on replacement parts.
- Assures tools and equipment are stored in appropriate locations and shop is kept clean and neat.
- Monitors and maintains fuel inventory, and maintains fuel tank records for insurance purposes.
- Performs as an integral part of the District's senior management team.

Minimum Qualifications

As established in District Personnel Policy P-5.

Description of Duties, Abilities and Work Environment

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category II.