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.
• 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.