



## PRINCE GEORGE COUNTY, VIRGINIA

May 2019

### MANAGER IV, FLEET

*FLSA Status: Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex skilled technical work supervising, formulating plans and implementing programs for the County's automotive fleet. Preparing and maintaining repair and service records, preparing reports and maintaining the operations of the fueling system. Work is performed under the general direction of the Director of General Services. Supervision is exercised over all professional, trades/technical personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; 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 levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Supervising the inspections, servicing and repairing of automotive equipment; planning, scheduling and supervising repair and maintenance work; purchasing needed parts and materials; maintaining inventory; maintaining files and records.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Plans, assigns and supervises the garage involving the overhaul and repair of automobiles;

Oversees maintenance and repair work;

Prepares and processes necessary paperwork; administers the division budget; bills various department(s) as necessary;

Develops policies and rules and regulations for the operation of the County's motor pool and submits recommendations to the Director of General Services;

Plans for a comprehensive preventive maintenance program for all County vehicles;

Develops standards and techniques for periodic inspection of vehicles for safety and preventive maintenance;

Evaluates on an ongoing basis current equipment and operational methods and researches and proposes new methods and equipment to improve efficiency and productivity;

Maintains records; schedules and prioritizes work to be done;

Maintains database(s) on new equipment, vehicles, repair work orders, and parts (both stock and non-stock);

Coordinates with appropriate department(s) regarding other matters; establishes maintenance priorities;

Provides technical advice and assistance to automotive mechanics; supervises work on difficult jobs and inspects jobs for adherence to standards;

Orders supplies, parts, tools and equipment; prepares and issues requests for bids; approves purchase requisitions in accordance with budgetary constraints; maintains inventory and equipment records;

Oversees mechanical work in the repair and overhaul of equipment including diesel and gasoline engines and transmissions and procuring necessary parts;

Inspects work in progress and upon completion; inspects tools and equipment for condition and proper use;

Monitors fuel island and systems;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the methods, tools and equipment used in the repair of automotive passenger cars, trucks, construction and maintenance equipment; thorough knowledge and skill in the use of shop tools; skill in the use and operations of tools and machinery used in automotive repair work; ability to detect by inspection any worn or broken automotive part; ability to keep records of repairs and service operations and to make reports; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to follow oral and written instructions accurately; ability to establish and maintain effective working relationships with associates. Extensive knowledge of inventory control system for automotive parts and equipment; ability to prepare reports in a form which can be used as management tools; administrative skills with emphasis on effective utilization of personnel in order to accomplish objectives.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED and extensive experience in the maintenance and repair of automotive and/or industrial equipment, including considerable supervisory experience, or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

Valid Class B commercial driver's license in the Commonwealth of Virginia within six months of employment. Valid Inspector's license in the Commonwealth of Virginia upon hire. Possession of refrigerant recovery and recycling certification.