

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ASSISTANT FLEET MANAGER (JOB CODE 046)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works	Fleet Manager	Exempt

CLASS SUMMARY

The Assistant Fleet Manager is a single-incumbent management position in the unclassified service. An incumbent in this classification assists in coordination, planning, organizing and improvement of fleet programs and activities, including but not limited to acquisition, maintenance, repair, replacement, utilization, disposal, fueling, safety, service contracts, database management, and regulatory compliance. Responsibilities include budget management, policy development and execution, and managing staff. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Fleet Manager is a management level classification. This class is distinguished from the higher-level Fleet Manager classification, in that the latter has the responsibility to manage the entire Fleet Management Division. This classification differs from the Public Works Supervisor in that the Assistant Fleet Manager is responsible for managing the day-to-day operations and programs of the Division. An incumbent in this classification exercises independent judgment and discretion, manages employees and contractors, and assist in formulating fleet policies for the effective use of City fleet assets.

As a member of the City’s unclassified service, this is an “at-will” position and the incumbent serves at the discretion of the City Manager. An incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and correctly applies the tenets of the City’s Code of Ethics and Values.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Bachelor’s degree in Business Administration, Automotive Management or a related field, AND
- Four (4) years experience in automotive maintenance/repair service and/or management.
- Experience using computerized fleet management systems.

ACCEPTABLE SUBSTITUTION

- Additional experience up to four (4) years of automotive maintenance/repair service and/or management can be substituted on a year for year basis for the Bachelor’s degree requirement.

LICENSES/CERTIFICATIONS

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

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DESIRABLE QUALIFICATIONS

- Possession of a license and/or certificate demonstrating competency with automotive management information systems is highly desirable.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

Under general direction, the incumbent will:

- Establishes contracts for service, including preparing and writing technical specifications for the acquisition of new vehicles and equipment, writing scopes of work for sublet services and other service contract procurements, monitoring costs, and overseeing vendor performance;
- Coordinates directly with internal and external customers including, Fleet Manager and client departments for specification development, Purchasing Division and vendors for vehicle and equipment acquisition;
- Manages new vehicles and equipment processing including, maintaining fleet database, licensing, outfitting, inspection and maintenance schedule setup, and removal of disposed vehicles from fleet;
- Manages fleet regulatory compliance for vehicles, equipment and facilities and stays informed on regulatory agency reporting requirements, documentation procedures and changes in requirements;
- Assists in and may be assigned to manage programs, including but not limited to parts and fuel inventory, vehicle disposal and replacement, vehicle telematics and right-sizing and right-typing City fleet;
- Manages the division technical and safety training program, including developing and maintaining a formal training curriculum for pre-journey and journey level technicians;
- Assists Fleet Manager in budget development and administration, budget monitoring, implementing performance measures, and strategic planning;
- Assists in the oversight of fuel management applications and infrastructure;
- Assists in fleet electrification and Greenhouse Gasses (GHG) emissions reduction strategies Citywide;
- Assists in accident subrogation process with the City Attorney's Office;
- Researches and applies best practices and innovative solutions to effectively manage fleet assets through regional engagement with peers, agencies and industry organizations;
- Prepares reports, analyzes data, makes recommendations, and makes presentations to City staff;
- Assists in developing and implementing division policies, procedures, goals, and objectives;
- Assist in managing and developing the use of Fleet database ensuring data integrity, accurate reporting and expanding the use innovative features and program integrations to improve fleet operations;
- Acts in the absence of the Fleet Manager which includes supervising Fleet Division staff; and
- Performs other related duties as assigned.

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KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles, practices, and techniques to manage fleet assets;
- Equipment, tools, and materials to service and repair technology related to a wide variety of fleet vehicles and equipment;
- Regulatory and federal/state agency codes, rules and regulations for fleets, including but not limited to California Highway Patrol's BIT inspection program; California Air Resources Board programs such as Clean Truck Check, Advanced Clean Fleet, Bureau of Automotive Repair Smog program and California Code of Regulations;
- Best practices and methods for fleet acquisition, management, and replacement;
- Best practices for operating maintenance and repair facilities;
- Principles and practices of training employees;
- Safety practices and procedures, including occupational hazards and standard safety procedures; and
- Computerization as it relates to data management of fleet operations, including inventory control.

Ability to:

- Train employees;
- Keep accurate operational records and maintain data integrity;
- Communicate effectively, logically and clearly, both orally and in writing;
- Ensure the work environment is in compliance with federal, state and local regulatory safety and environmental standards;
- Work as a team player and be willing to deliver excellent customer service to both internal and external City customers;
- Interpret, explain and implement department policies and procedures;
- Manage multiple programs and competing priorities simultaneously and streamline processes;
- Effectively use management information systems; and
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the general direction of the Public Works Fleet Manager or other assigned manager.

SUPERVISION EXERCISED

May assist in providing lead direction or training to personnel as assigned and may act in the absence of the Fleet Manager.

SPECIAL CONDITIONS

May be required to work unusual hours in shift assignments, in emergency situations, and to be on an "on-call" basis as assigned.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

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CLASSIFICATION HISTORY

Created 11/2024