



# San Joaquin County Public Works - Fleet Services Division is recruiting for: **FLEET MANAGER**

## Department Promotional Recruitment

0215-RC1016-01

### The Position

The Public Works Department is seeking a strong leader to direct the Fleet Services Division. The Fleet Manager reports to the Public Works Administrator and is responsible for planning, assigning, directing and supervising operations of the County's services and repair facilities.

An ideal candidate will possess knowledge and experience in governmental fleet management; the skill and ability to work in multiple program areas simultaneously; communicate effectively both verbally and in writing; the ability to establish and maintain effective working relationships with County management and administrative staff, government officials, and vendors. Ideally, candidates should be knowledgeable in finance, purchase acquisition, and surplus disposal of fleet fixed assets in a public sector environment. And, candidates must possess experience in accounting, management, and legal requirements of a governmental internal services fund, including cost account, rate setting, and recovery techniques and methods.

### COMPENSATION PACKAGE

**Monthly Salary: \$7,127 - \$8,665**

*(salary reflects 1% COLA effective 2/9/15)*

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ A 457 Deferred Compensation Plan
- ◆ 1937 Retirement Act plan with reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 10 holidays per year

For more information regarding the County's benefits please visit:

[www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)

### The Mission

The mission of the Fleet Services Division is to provide San Joaquin County employees with innovative transportation solutions.

### Vision

To enable complete customer satisfaction with our products and services each and every time.

### Values

**Customer Service:** Focus on the customer's mission, understand and anticipate needs to create innovative solutions that are effective and efficient

**Professionalism:** Respect the for laws, principles, and ethics of our business, pride and integrity in the services we offer, environmental responsibility

**Communication:** Free flow of information up, down and across our organization that is timely and relevant

**Transparency:** Open and honest communication, our processes and business functions are shared; we admit our mistakes and address our shortcomings

**Forward Focus:** Simplify processes, anticipate needs, embrace technology, and integrate industry proven best practices into our business

**Safety:** Maintain safe work practices and policies, provide safe equipment and vehicles, enable safety through education

*San Joaquin County is an Equal Opportunity Employer*



# FLEET MANAGER

## TYPICAL DUTIES

The Fleet Manager directs the daily administration and operations of the County motor vehicle fleet. Typical duties include, but are not limited to:

- ◆ Coordinates the serving, repair, inspection and preventative maintenance programs for the fleet.
- ◆ Develops, reviews and administers the division's budget; selects, trains, and directly supervises administrative and supervisory staff.
- ◆ Identifies and captures all of the County's costs of owning, operating, and maintaining vehicles and equipment; develops rental rates and a charge back policy or assessment to County departments to recover break even costs of operation, maintenance and replacement of County vehicles.
- ◆ Administers the procurement of new vehicles, the disposal of surplus vehicles and equipment; evaluates vehicle and equipment needs of varied users; conducts utilization studies and evaluates the condition of the fleet on an on-going basis.
- ◆ Prepares bid specifications for automotive equipment, heavy equipment and other specialized equipment for all County departments.
- ◆ Conducts periodic inspections of the work activity and safety conditions at the various sites.
- ◆ Analyzes workload and recommends changes in staffing or equipment to ensure that vehicle service needs are met; conducts special studies and other projects relating to all phases of the County vehicle program and recommends appropriate changes as necessary.
- ◆ Confers with representatives of other agencies and departments; serves as a liaison between departments.

## MINIMUM QUALIFICATIONS

**Please Note: This is a department promotional recruitment. Qualified applicants must currently be employed with San Joaquin County Public Works Department.**

**Experience:** Five years of increasingly responsible automotive and/or heavy equipment fleet management or administration with responsibility for acquisition, disposal, and use of vehicles, including budget preparation and specification writing, with at least two of those years in a supervisor capacity. The fleet must have consisted of a minimum of 100 vehicles.

**Substitution:** A bachelor's degree in business or public administration or related field may be substituted for three years of the **non-supervisory** experience.

**License:** Possession of or ability to obtain a valid California driver's license.



## **APPLICATION SUBMITTAL AND SELECTION PROCEDURES**

The competitive process includes submittal of completed San Joaquin County Employment Application and responses to Supplemental Questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be postmarked or received online by the **Final Filing Date: February 20, 2015.**

Apply online at [www.sjgov.org/hr](http://www.sjgov.org/hr) or submit application to San Joaquin County Human Resources, 44 N. San Joaquin Street, Suite 330, Stockton, CA 95202

All applications will be reviewed for qualifications. Qualified applicants may be invited to participate in an oral examination interview, with top scoring candidates being referred to the Public Works Department for selection processes.

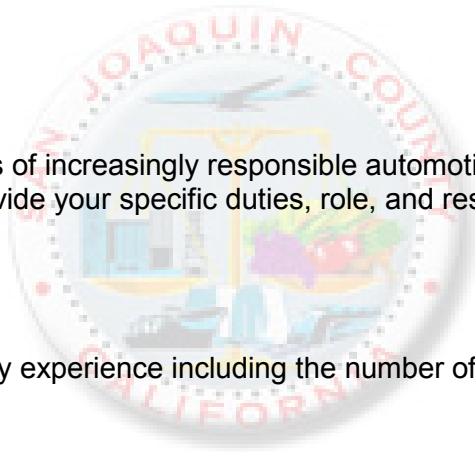
*San Joaquin County is an Equal Opportunity Employer*

# FLEET MANAGER

## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. When providing descriptions of your experience, please include the name of employer, dates of employment, and your job title.

1. Are you currently employed by San Joaquin County Public Works Department: \_\_\_\_\_ Yes \_\_\_ No
2. If you possess at least five years of increasingly responsible automotive and/or heavy equipment fleet management experience, please provide information as to the number of vehicles in the fleet and your specific responsibilities.
3. If you possess at least five years of increasingly responsible automotive and/or heavy equipment fleet administrative experience, please provide your specific duties, role, and responsibilities.
4. Please describe your supervisory experience including the number of employees supervised.



### Substitution Pattern

A Bachelor's degree in business or public administration or related field from an accredited college or university may substitute for three years of the non-supervisory experience.

Do you possess a Bachelor's degree? \_\_\_ Yes \_\_\_ No

Major: \_\_\_\_\_

College/University: \_\_\_\_\_

