

Date Posted: 9/5/17

Applications accepted until: 10/16/17

Elbert County is an Equal Opportunity Employer

If interested, please submit application and resume to:

Elbert County Government

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Or email: dianna.hiatt@elbertcounty-co.gov

For more information, please call 303-621-3150



Fleet Manager

Department: Road and Bridge

Approved: September 2017

Salary: \$48,000 - \$54,000/year

FLSA: Non-exempt

SUMMARY

This position is responsible for managing programs regarding the County's vehicle fleet under the direction of the Public Works Director. This includes developing and implementing policies and best practices for centralizing vehicle purchases, products and services, vehicle financing, vehicle maintenance, vehicle telematics (tracking and diagnostics), inventory control, fleet appropriations, fuel management, vehicle safety/liability and other fleet related matters to improve efficiency and productivity. Incumbent will work closely with vehicle maintenance, other departments and elected offices to ensure the County's transportation needs are met.

JOB RESPONSIBILITIES

- Develop new policies and programs designed to improve cost control and effectiveness related to the County's vehicle fleet;
- Implement and manage approved vehicle fleet policies and programs;
- Analyze vehicle utilization, depreciation, maintenance costs, replacement costs, standardization and determine best methods for replacement, acquisition and financing of vehicles, including leasing options;
- Analyze and recommend vehicle specifications for standardization and optimal match of requirements and resources;
- Analyze, recommend and maintain a fleet data system that supports an efficient vehicles management program;
- Maintain records on all County vehicle licensing requirements;
- Manage vehicle and equipment leasing programs;
- Maintain County pool vehicles including scheduled and unscheduled maintenance, dispatch, tracking and life-cycle management;
- Develop specifications for County fleet RFPs and bids, works with County Finance Department to issue requests, participate in evaluation of responses and recommend award of purchases, including options available through cooperative purchasing methods;
- Negotiate, monitor and oversee contracts for oil, lube, filter and fuel supply for all county fleet;
- Evaluate contract work and invoices for compliance and assure quality work is performed on County's vehicle fleet; resolve discrepancies and recommend contract modifications;
- Communicate with and respond to complaints from County departments regarding County vehicles including explaining and ensuring compliance with policies and programs;
- Conduct fleet operation and maintenance cost studies to identify units requiring repair or replacement; estimate labor, material and new vehicle preparation costs;
- Analyze departmental equipment needs; advise on equipment suitability including alternative equipment options through consideration of cost and use factors;

- Project equipment replacement requirements and work to coordinate and update Capital Improvement Plans;
- Track, analyze and report on fleet inventory, fuel, driver, speed and maintenance operations for cost effectiveness;
- Coordinate with risk management on County's fleet insurance to ensure all vehicles and equipment are covered under policy;
- Perform physical and operational inspections of existing vehicles and equipment as well as pre-delivery inspections of new vehicles and equipment;
- Monitor and track County vehicles for damage verifying accidents are reported to risk management; attend Safety Committee meetings and recommend best safety practices;
- Track and maintain service records, invoices, warranty information, recalls and reference numbers for county vehicles;
- Analyze and make recommendations on budget allocations for fuel, maintenance and fleet related expenses;
- Prepare special, periodic, monthly and quarterly reports;
- Perform other related duties as assigned.

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- High School Diploma, GED or Equivalent plus Associates degree and/or Accredited Technical School certification in, maintenance and/or transportation management or directly related field; and four years of experience in fleet management operations or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Valid State of Colorado Class “A” driver’s license with acceptable motor vehicle record
- Must receive acceptable background check;
- This is a safety sensitive position that is subject to random drug testing.
- Accredited certification in fleet by a recognized professional association (e.g., NAFA-CAFM/CAFS; APWA-CPFP, etc.) is preferred.

WORKING CONDITIONS

Work is generally scheduled Monday through Thursday and involves on-call duty which requires working some weekends and holidays. Travel by vehicle is required to reach work sites. Incumbent is exposed to the following environmental factors: year-round outdoor weather conditions; work near moving mechanical parts; work in or near moving traffic, fumes or airborne particles; toxic or caustic chemicals and vibration.

Physical Activities:

Grade Scale:	Frequently/Occasionally/Never		
Driving:	Frequently	Climbing Stairs:	Occasionally
Balancing:	Frequently	Climbing Ladders:	Occasionally
Bending/Stooping:	Frequently	Reaching at Shoulder Level:	Frequently
Twisting:	Frequently	Reaching Below Shoulder Level:	Frequently
Squatting/Crouching:	Frequently	Reaching Above Shoulder Level:	Frequently
Kneeling:	Frequently	Standing/Walking:	Frequently
Crawling:	Occasionally		
Lifting:	1 lb	Minimum/100 lbs	Maximum
Carrying:	1 lb	Minimum/100 lbs	Maximum
Push/Pull:	1 lb	Minimum/100 lbs	Maximum