

MANAGER, MAINTENANCE & SUPPLY SERVICES

PURPOSE: To assist the Fleet Manager with directing a fleet management system, including the maintenance of a computerized inventory system.

FUNCTIONAL AREAS:

1. Establish operational procedures for a computerized inventory system.
 - * A. Maintain computerized record system in order to track inventory and to process work orders and payment invoices.
 - * B. Requisition parts and supplies in a timely manner and maintain adequate stock levels by forecasting seasonal demands, departmental needs, preventative maintenance activity, and general stock trends.
 - * C. Organize storage facility and operate equipment to receive, store, and move stock.
 - * D. Protect stock from destruction, abuse, fire and theft.
 - E. Inspect stock received to verify conformance to specifications prior to authorizing payment.
 - F. Prepare order for delivery, distribute stock, and maintain records of materials issued.
 - * G. Authorize expenditures and purchase materials within established limits of authority.
 - * H. Investigate new products, collect bids, and make price comparisons for parts and equipment.
 - * I. Prepare shipments and send out freight and equipment for repairs, return, or auction sale.

2. Organize and direct the work activities of assigned personnel.
 - * A. Prioritize, assign work, and coordinate schedules of personnel to ensure completion of work.
 - * B. Effectively recommend the hire, transfer, promotion, suspension, or discharge of subordinate personnel.
 - * C. Establish work standards and conduct employee evaluations.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
 - E. Train personnel in the care and preservation of materials and equipment and in correct and safe operating procedures.
 - F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibilities to others as needed.
 - * H. Disseminate information to employees through oral and written communications.

3. Assist the Fleet Manager in the operation of a fleet management program.
 - * A. Prepare, review, and monitor the parts budget.
 - * B. Process paperwork from all Fleet shops, including work orders, parts use, invoices, and PAFs.
 - * C. Design, maintain, and operate computer inventory systems.
 - * D. Maintain regular verbal and written correspondence with shop personnel, vendors, and other departments and outside organizations.
 - E. Coordinate and perform tasks related to licensing City vehicles, including budgeting for, ordering, purchasing, and delivering license plates, tabs, and titles.
 - * F. Assist in designing and monitoring a preventative maintenance program for all City vehicles and equipment.
 - G. Assist shop supervisor with scheduling, diagnosing, and inspecting vehicle repair and

- maintenance.
- * H. Effectively recommend, develop and implement new or improved office procedures.
- * I. Perform related duties as assigned.

JOB REQUIREMENTS

Education and Experience:

- ◆ A. Three (3) years of verifiable experience in a position responsible for budget preparation, inventory control and storage of materials and supplies related to fleet maintenance and repair, or equivalent training and education.

License Requirements:

- ◆ A. Possession of a valid Minnesota Class "B" commercial driver's license or privilege upon appointment and thereafter.

Knowledge Requirements:

- ◆ A. Knowledge of the methods, equipment and materials used for inspecting, diagnosing, repairing and maintaining vehicles and related equipment.
- ◆ B. Knowledge of the principles and practices of automotive repair shop management.
- ◆ C. Knowledge of the professional and technical standards of fleet management.
- ◆ D. Knowledge of applicable Federal and State occupational safety and health standards.
- ◆ E. Knowledge of state vehicle laws and defensive driving techniques.
- ◆ F. Knowledge of budgetary practices.
- ◆ G. Knowledge of basic office procedures.
- ◆ H. Knowledge of accepted supervisory practices.

Skill Requirements:

- ◆ A. Skill in materials management and inventory control methods and procedures, including bidding, interpreting parts manuals, ordering, purchasing, receiving, issuing, and recording inventory.
- ◆ B. Skill in operating forklifts and other heavy equipment as required.
- ◆ C. Skill in effectively communicating verbally and in writing.
- ◆ D. Skill in performing accurate mathematical calculations for the purpose of developing and maintaining parts budget and purchasing equipment and supplies.

Ability Requirements:

- ◆ A. Ability to prioritize work.
- ◆ B. Ability to supervise and train personnel in proper use of parts and equipment.
- ◆ C. Ability to monitor operations, maintain accurate records, analyze data for budgets and purchasing, and prepare required reports.
- ◆ D. Ability to establish and maintain effective working relationships with supervisors, subordinates, and the public.
- ◆ E. Mechanical ability.
- ◆ F. Ability to work and make decisions under pressure.
- ◆ G. Ability to use a computer to prepare and maintain work orders, invoices, parts use, etc.
- ◆ H. Ability to occasionally work outside in all types of weather.

- ◆ I. Ability to lift or carry parts and equipment weighing up to 60 pounds.
- ◆ J. Ability to work rotating shifts or be on-call as necessary.
- ◆ K. Ability to attend work on a regular basis.

* Essential job functions

- ◆ Job requirements necessary on the first day of employment

HR:	Union: Supervisory	EEOC: Paraprofessionals	CSB: 20020515	Class No: 1754
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