

CITY OF HARRISONBURG
invites applications for the position of:

Fleet Manager

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$26.68 - \$30.68	\$2,134.40 - \$2,454.40	\$4,624.53 - \$5,317.87	\$55,494.40 - \$63,814.40

OPENING DATE: 05/11/21

CLOSING DATE: 05/20/21 05:00 PM

DESCRIPTION:



Are you searching for a leadership role that allows you the opportunity to make a difference in the community through the use of your transportation/fleet management knowledge, skills, and abilities? If so, apply to the City of Harrisonburg Department of Public Transportation's Fleet Manager position!

The Fleet Manager is a full-time, exempt position with benefits and a preferred hiring range of \$26.68 - \$30.68 (equivalent to \$55,494 - \$63,814 annually). An exact salary will be determined based upon the selected candidate's qualifications. The ideal candidate for this position will perform a variety of duties related to managing the City of Harrisonburg's fleet and central garage employees.

As the Fleet Manager, you will have the opportunity to:

- Oversee the administrative activities of the central garage and serve as the central garage quality control administrator;
- Prepare customer service procedures and ensure appropriate customer service;
- Coordinate the proper maintenance and operation of the city fueling system to ensure adherence to all state and federal rules and regulations pertaining to fleet and fueling system maintenance;
- Prepare the central garage budget and assist city departments as needed with budget preparation;
- Develop and oversee implementation of standard operating procedures internally and for city fleet with other city departments;
- Oversee fleet maintenance software and daily data entry to ensure accurate fleet data;
- Coordinate training with IT to train employees and city departments as required;
- Work with city departments to prepare fleet replacement as part of the city's Capital Improvement Program;
- Analyze fleet data and makes recommendation for fleet decisions;
- Prepare and maintain all records and files associated with licensing and vehicle insurance;

- Prepare Virginia State inspection reports with maintenance supervisor;
- Prepare, schedule, assign and assist with training and required education/training for technicians and operators;
- Monitor and follow trends and maintain current knowledge of technology and changes within the transit industry.

Physical Requirements: This is sedentary work requiring the exertion of up to 20 lbs. of force occasionally and 10 lbs. of force frequently, and a negligible amount of force constantly to move objects. Some work requires the exertion of up to 50 lbs. of force. Work requires climbing, kneeling, crouching, reaching, standing, walking and lifting; 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 and/or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to adverse environmental conditions.

Minimum Requirements:

- Bachelor's degree with coursework in transportation, business administration, or related field and considerable experience in transportation and fleet management including some supervisory and administrative experience. An equivalent combination of education and experience may be used.
- Valid driver's license. Commercial Driver's License with School Bus Endorsement and Passenger Endorsement is required within 3 months of hire date.
- Current possession of or the ability to obtain a Virginia Motor Vehicle Inspection License within a time frame deemed appropriate by the department.
- Availability and willingness to work on-call during off-hours for emergency assistance.

The ideal candidate will have:

- Thorough knowledge of:
 - Fleet management principles, maintenance software and accounting principles;
 - Vehicle, equipment, specifications, technology, and maintenance;
 - Driver training and safety procedures and practices;
 - Insurance requirements and loss controls;
 - Virginia state inspection process;
 - Computer operating systems and software;
 - Principles and practices of education and methods of teaching;
 - The use and care of audio-visual equipment;
 - Federal and State laws and regulations pertaining to school bus and transit operations.
- Efficient and effective driving skills;
- Ability to:
 - Understand accident investigations;
 - Gather and analyze data and prepare reports;
 - Read and understand complex federal/governmental documents and manuals;
 - Effectively communicate both orally and in writing;
 - Maintain effective working relationships with customers, associates, other City personnel and the general public.

Special Requirements: Incumbent selected for this position will be subject to a FMCSA pre-employment controlled substances screening, a FTA and VA Department of Education School Bus physical, FMCSA Clearinghouse Query, a DMV records check, and a criminal background check. This position is subject to FMCSA alcohol and controlled substances testing regulations.

Application Deadline: All candidates must submit a complete City of Harrisonburg online employment application, including education history and work experience, by May 20, 2021 at 5:00pm EST in order to be considered.

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5610 - (May 2021)
FLEET MANAGER
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
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