



**CLICK HERE
TO APPLY**

Fleet Coordinator/Project Manager – Public Works

Salary Band 5

FLSA: Exempt

Reports to: Director of Public Works

Staff Supervisory Responsibility: N/A

We Value

- Trustworthiness
- Openness
- The Highest Ethics
- Efficient Stewardship
- Knowledge
- Collaboration
- Service
- People

General Service Areas/Conditions: Work can be both indoors and outdoors. Ability to occasionally lift and/or move up to 75 lbs. Frequent interaction with other co-workers and the public.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

Program Manager Duties:

- Provides oversight and inspection on County construction projects in coordination with Public Works Director;
- Coordinates with the Facilities Division Manager for assistance with operations and projects;
- Assists with long range planning for Capital Improvement Projects;
- Manages various projects to insure satisfactory performance and completion;
- Assists in development of specifications for project bids;
- Assisting with the planning of the annual Budgets;
- Performs other duties as assigned.

Fleet Duties:

- Responsible for developing and implementing operational procedures for the maintenance of County Fleet vehicles;
- Create, track and update vehicle management system for all County vehicles;
- Maintain proper documentation and records for all vehicles;
- Coordinate all scheduled maintenance and inspections for County vehicles;
- Coordinates with County Departments in regards to vehicle maintenance and needs;
- Ensure and maintain adequate safety equipment in County vehicles;
- Conduct periodic inspections of vehicles;
- Work with Purchasing Manager to coordinate vehicle recalls;
- Work closely with Purchasing Manager in the event of an accident to get appraisals and repairs;
- Assist in determining when vehicles need to be replaced;
- Assist Purchasing Manager with procurement of new vehicles into the fleet according to the *Campbell County Purchasing Policy Summary*;
- Assist with the budgeting and maintenance costs for proper fleet management;
- Performs other fleet duties as assigned.

Qualifications:

- Requires three years of related experience. Desired: Two years of supervisory experience.
- Requires completion of two years of college or graduation from a business college. Additional education and/or training may be substituted where applicable. **Desirable:** Bachelor's degree in engineering or project management.
- Valid Virginia Drivers' License and be insurable under the County's policy.

- Requires completion of National Incident Management System IS-700 and IS-100 within 90 days of employment.

Core Skill Sets:

- Experience in vehicle fleet maintenance;
- Knowledge and understanding of project management;
- Tact and poise in dealing with public, employees, and outside contacts during sometimes stressful conditions;
- Must be able to communicate clear and concise instructions;
- General understanding and ability to utilize the County's adopted software platform.