



Job Description

Title: Fleet Manager

Effective: December 1, 2022

Revised: December 1, 2022

1. **Scope and Purpose**

- A. **Scope.** This job description identifies the minimum job performance requirements for civilian employees whose primary duty is management and maintenance of all fire department vehicles.
- B. **Purpose.** The purpose of this job description is to specify the minimum requirements for the position of Fleet Manager.
- C. **General.** Job performance requirements will be in accordance with the requirements of:
 - 1) Wayne Township Fire Department policies and procedures
 - 2) **NFPA 1500** (Standard of Fire Department Occupational Safety and Health Program)
 - 3) **NFPA 1071** (Standard for Emergency Vehicle Technician Professional Qualifications)
 - 4) FLSA Status: Exempt

2. **Job Summary**

- A. The primary responsibility of the Fleet Manager is to oversee, schedule, coordinate and document the maintenance, repair and testing of all fire department vehicles, ensuring a fleet capable and ready to respond under emergency conditions.

3. **In General**

- A. The work is performed under the general direction of the Division Chief of Logistics and the Assistant Chief of Support Services, and includes but is not limited to the following:

4. **Job Specifics**

- A. Directly supervises, leads, and schedules a staff to provide routine preventative maintenance, perform testing, perform inspections, and provide repair both in the shop and, at times, in the field.
- B. Maintain the parts room inventory and forecast inventory needs.
- C. Participates in the development of bid specifications for the acquisition of vehicles and equipment; assists in reviewing bid proposals and making recommendations; inspects new vehicles purchased by the Township
- D. Recommend replacement of vehicles and shop equipment as needed
- E. Provide reports to management on budgeting, schedules, maintenance, condition, status, and fleet progress
- F. Prepare and manage a budget; collect, record, and analyze data
- G. Ensure compliance with government regulations and other standards
- H. Ensure reserve vehicles are ready and available
- I. Participate in workshops and/or programs to keep up with industry trends

5. **Essential Functions**

- A. Leadership of both mechanic and non-mechanical staff
- B. Facility with a variety of software programs, including those necessary for fleet maintenance
- C. Ability to assist staff with difficult projects, and to fill in for them when required
- D. Availability for 24/7 call, on a rotating basis
- E. Utilize price trends and equipment/materials quality to maximize budget while maintaining high maintenance standards
- F. Ability to develop methods to decrease cost and improve efficiency
- G. Ability to manage and coordinate multiple tasks or responsibilities simultaneously
- H. Conflict resolution, contract negotiation, staff management
- I. Ability to set priorities and meet deadlines

6. **Minimum Qualifications**

- A. High School graduate or equivalent (GED).
- B. Minimum 18 years of age
- C. Possess a valid driver's license, and able to obtain an Indiana driver's license within 30 days of hire
- D. Minimum five (5) years of experience working as a diesel mechanic, with a minimum of two (2) years supervisory experience
- E. Excellent and effective communication, customer service and interpersonal skills
- F. Experience using computer based diagnostic programs
- G. Experience using the Microsoft Office Suite.
- H. Must be able to successfully pass drug screening and comprehensive background review prior to hiring.
- I. Knowledge of
 - 1) Automotive mechanics; gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding
 - 2) Safety hazards and precautions common to fire department maintenance and repair activities
 - 3) Practices, methods, materials, and tools used in modern equipment maintenance
 - 4) Brakes, hydraulics , and air
 - 5) Fuel and electrical systems and components

7. **Desired Qualifications**

- A. Class B CDL License
- B. ASE Master Truck certification
- C. Emergency Vehicle Technician (EVT) Level 1 Fire Apparatus and Ambulance
- D. Two (2) years of experience working on fire department vehicles
- E. Knowledge and experience pertaining to:
 - 1) Pump and hose testing
 - 2) Fire department nozzles, adapters, and connections
 - 3) Siren and emergency lighting systems
 - 4) Paint and body repair

- 5) Fire pumps and valves
- 6) Safety hazards and precautions common to fire department maintenance and repair activities
- 7) Assessing electrical systems
- 8) Software for staffing and scheduling
- 9) Software for tracking maintenance and billing

8. **Working Conditions and Abilities**

- A. Generally, the work is in the maintenance shop or in an office environment. However, emergency repairs may have to take place in the field or at emergency scenes.
- B. Physically demanding, including long periods of sitting and standing, walking and moving objects up to 50 pounds; ascending and descending ladders and similar; operating machinery, power tools and vehicles/equipment. Work may occur in a variety of conditions from office to outdoor and hazardous environments.
- C. Hazardous tasks, some performed under emergency conditions, may require strenuous exertion under such handicaps including, but not limited to:
 - 1) Limited visibility
 - 2) Exposure to hazardous or toxic chemicals or gases
 - 3) Extremes in temperatures
 - 4) Cramped surroundings
 - 5) Loud noises
 - 6) Contact with death, emotional stress, trauma, contagious disease, and terminal illness.
 - 7) Exposure to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects, as well as atmospheric conditions such as smoke, fumes odors and gases.
 - 8) May be required to communicate clearly in noisy and stressful situations.
 - 9) Will be required to problem solve; make financial calculations; decision making in various workflow contexts and settings.

The Wayne Township, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Wayne Township will provide reasonable accommodation to qualified individuals with disabilities.