

FLEET MANAGER

HIGHWAY AND TRANSPORTATION DEPARTMENT

POSITION DESCRIPTION

This is a highly skilled position in the Columbia County Highway and Transportation Department serving under the direct supervision of the Highway Commissioner. This person is responsible for the overall management of the Department fleet, facilities, shop, fuel systems, and inventory.

GENERAL RESPONSIBILITIES

The employee in this position will be responsible for; but not limited to, planning, assigning, and direct supervision of a large group of employees in the maintenance facility. Including and responsible for; the daily maintenance of assigned equipment to the employees is routinely performed and cleaned. Availability for emergency call on 24 hour per day, seven day basis. Participates in the Supervisor "On-Call" rotation; being "On-Call" and able to reply to emergency within 30 minutes of notification (serves 1 weekend per 5 weekend ongoing, year round rotation; including holidays).

ESSENTIAL DUTIES

- Coordinating and assigning personnel for the maintenance and repair of a large variety of county equipment; to be on site(s), monitoring work, making any changes or adaptations as they become necessary.
- Provide training, supervision and evaluation of the work of subordinates.
- To facilitate all parts department records of all county materials used on various pieces of equipment and projects, to order materials as needed, to work closely with the state on special projects within Columbia County.
- To keep various inventory records concerning county and state projects so costs may be properly recorded for reimbursement.
- To establish and administer a preventative maintenance program for all vehicles and equipment.
- Review and approves all subordinates time cards and equipment under their jurisdiction.
- Keep track of all hazardous materials kept in the highway shops; when required patrol state, county and township roads and maintain/keep records of current conditions.
- Reviews and recommends specifications for the purchase, replacement and/or repair of equipment and discuss all major repairs or replacements with the Highway Commissioner before proceeding with them.
- Assists on winter road conditions and monitor condition of all roads.
- Assists to all units of local government aware of changing storm conditions that affect travel in Columbia County.
- Work with commissioner on maintaining equipment, buildings and grounds within the county.
- Maintain a safe and efficient work environment in all buildings and enforces work and safety rules and regulations.
- Works as an advisor, when requested, to the townships concerning their road work, responds to public requests and complaints.
- On call position and assists in duties with other superintendents and managers.
- Establishes and maintains the ColSac (ferry) maintenance schedules and assists with other duties thereof.
- Due to seasonal demands the percent in various tasks can vary; but basically,

- 5% inspecting facilities
- 5% coordinating safety issues
- 20% planning and coordinating with the Commissioner and other supervisors
- 30% spent supervising and working with the personnel on various project repairs
- 40% spent on repairs to vehicles and equipment in planning /paperwork/work schedules

MATERIALS AND EQUIPMENT USED

- Calculator, typewriter, computer, copy and fax machines along with the telephone are used on the office portion of this job.
- Computer skills are required. Understanding computer diagnostic systems.
- Could be assigned an assortment of small tools, monitoring tools and use of a county vehicle to perform job.
- Computerized bid estimating program.
- Calculator.
- Distance measuring instrument (DMI).
- Other measuring & computation devices as need.
- Motorized vehicles/equipment.
- Hand tools.

EDUCATION AND EXPERIENCE REQUIRED

Must meet one of the following:

1. A Bachelor Degree from an accredited college or university with major coursework in public administration, business administration, automotive technology, engineering, or a closely related field; OR
2. An Associate Degree from an accredited vocational or technical school in automotive/heavy equipment, diesel mechanics, or related field; OR
3. A high school diploma, or its equivalent, and a minimum of five (5) years of progressively responsible management/supervisory experience within a large fleet management organization, of which two (2) years should have been in supervisory/leadership role capacity.

LICENSES AND CERTIFICATIONS

A valid Wisconsin driver's license and a Class A Commercial Driver's License A with H and N endorsements.

A & B Fuel System Operator (DATCP) within 6 months of hire date.

KNOWLEDGE SKILLS & ABILITIES

- General mechanical ability and aptitude.
- Knowledge of computers and Microsoft software products.
- Experience or knowledge in repair, maintenance, and construction processes of equipment, roads, bridges, and facilities would be invaluable.
- Knowledge and experience in heavy equipment used on roads is required.
- Knowledge of hazards and types of products used is required.
- Good basic safety skills are required.
- Ability to supervise jobs safely and manage workers is required.
- Ability to assign jobs, plan work assignments, supervise employees and do follow up paperwork as required.
- Maintains daily logs, time cards and other record keeping documents.

- Ability to undertake a multi-task work load environment.
- Ability to sustain documents in an organized manner; which includes systematically organizing daily tasks.
- Ability to get along well with others, tact, and dependability.
- Basic office skills and good physical condition is required as well as the patience to adapt to seasonal demands and long hours when needed.

PHYSICAL DEMANDS

- Frequent lifting and/or carrying objects weighing up to 50 pounds
- Occasional lifting and/or carrying objects weighing over 50 pounds
- Maintain a clean and neat appearance and personal hygiene at all times
- Excessive standing, sitting or walking
- Frequent bending, twisting, squatting and reaching
- Frequent exposure to elements such as heat, cold, etc.
- Exposure to dust, pollens, molds and other possible allergens
- Frequent exposure to animals, birds, bees, etc.
- Must be capable of using hands for single grasping, fine manipulation and pushing and pulling
- Ability to communicate orally in a clear manner
- Ability to read and write in English
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions
- Ability to climb roofs, ladders, stairs, etc.
- Ability to work in confined spaces

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any superior supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems in its judgement to be proper.