

FLEET MANAGER

NATURE OF WORK

Responsible for managing SPSA's Vehicle Maintenance Operations to include the maintenance and repair of road tractors, trailers, passenger vehicle, light trucks, SUV's and a variety of other types of commercial vehicles and equipment. Direct supervision is exercised over all personnel directly involved in the maintenance and repair of equipment assigned to the shop located at the Portsmouth Operations Center.

Performs work under the general supervision of the Deputy Executive Director

CRITICAL ELEMENTS OF PERFORMANCE

Selects, trains, motivates, supervises, disciplines, and evaluates all assigned personnel in accordance with SPSA's policies and applicable employment and EEO laws.

Continuously monitors repairs to ensure that they are being done according to established shop procedures, Department of Transportation regulations and within manufacturer's specifications.

Schedules and assigns work in the maintenance and repair of all vehicles assigned to the Operations Center Shop.

Provides technical instructions and guidance to all employees.

Monitors all work orders to ensure accurate repair records are kept on equipment.

Manages SPSA's Work Management System.

Inspects equipment which needs major repairs and determines if the repairs should be done by outside vendors. Makes arrangement for major overhaul and rebuilding of components.

Monitors the procurement, availability and timely delivery of parts needed on a daily or ongoing basis. Reviews and approves stock levels for the parts room.

Conducts training with shop personnel to improve the skills of the mechanics and efficiency of the equipment maintenance operation.

Supervises the clean up of the grounds, shop area and truck wash facility.

Makes recommendations on staffing requirements.

Obtains approval of timing to shut-down equipment when the need for maintenance and repair is apparent and coordinates with other departments as needed.

Develops and provides oversight of the Fleet Budget.

Enforces all safety regulations and ensures all SPSA policies are enforced and followed.

Performs other duties as needed and/or required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM JOB

Thorough knowledge of and skill in supervising, training, and leading subordinate skilled workers.

Thorough knowledge of acceptable industry maintenance and repair techniques.

Experience in using financial management software.

A thorough knowledge in developing and maintaining a Vehicle Replacement Schedule.

A thorough knowledge of and the practical application of the Virginia State Procurement laws.

Thorough knowledge of diagnostic procedures and testing equipment.

Thorough knowledge of all types of parts, as well as stock room procedures, and inventory control.

Knowledge of safety practices in mechanical maintenance operations.

Knowledge of EEO principles and practices and how they apply to the workplace.

Skill in planning work schedules.

Skill in developing and carrying out an automotive equipment maintenance schedule.

Skill in diagnosing equipment failures and repair needs and the procedures required to make repairs.

Ability to interact with personnel in a supervisory relationship.

Ability to communicate effectively, both orally and in writing.

Ability to read and interpret documents such as safety rules, operating instructions, procedures manuals, repair manuals, and MSDS sheets. Ability to create routine reports.

MINIMUM REQUIREMENTS

Any combination equivalent to high school graduation supplemented by trade school or technical training and courses in the maintenance and repair of heavy equipment and five years of demonstrated experience in diagnosing equipment failure and repairing and replacing components in a variety of motorized construction equipment. Four years of the experience must have been in a supervisory capacity.

Possess a valid driver's license with a demonstrable safe driving record. Class A or B Commercial driver's license may be required. As this position may require operating a motor vehicle owned by, leased by or loaned to SPSA; all policies, rules and directives concerning personal driving records, motor vehicle violations and the reporting thereof will be strictly enforced.

Must be able to perform the essential functions of the job.

ACCOUNTABILITIES

FLEET MANAGER

1. Ensures accurate and timely diagnosis and maintenance repair for on and off-the-road equipment.
2. Directs and ensures efficient parts procurement and inventory control.
3. Ensures proper maintenance of the shop area, tools and shop equipment.
4. Effectively coordinates activities within the shop affecting the operation of other departments. Coordinates a program of scheduled and preventive maintenance.
5. Demonstrates effective supervisory skills, selects, trains, develops, motivates, and evaluates the performance of assigned personnel to achieve established objectives. Ensures compliance with SPSA policies and procedures. Ensures all EEO principles, laws, and policies are followed. Prepares clearly written annual performance evaluations in a timely manner. Fosters a positive team atmosphere by exhibiting fairness, personal commitment, and dedication to the department. Inspires employees to consistently produce outstanding work and provide exceptional customer service.
6. Maintains clear and concise communication, and courteous, professional relationships with SPSA employees at all levels of the hierarchy, government officials, vendors, and external customers. Exhibits skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with people of diverse backgrounds and experience levels.
7. Follows SPSA policies and procedures. Maintains any required training and licenses. Demonstrates SPSA's mission statement and shared values in daily actions, service, appearance, and attitude. Represents the department in a manner which demonstrates pride, competence, integrity and professionalism.
8. Maintains an up to date Vehicle Replacement Plan.
9. Regularly measures shop performance using a variety of industry standards.
10. Develops innovative measures to improve productivity and streamline processes.
11. Develops and provides oversight of the division operating and capital budgets.

**AMERICANS WITH DISABILITIES ACT
ESSENTIAL FUNCTIONS LIST**

JOB TITLE: Fleet Manager

ESSENTIAL FUNCTIONS		MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1	Plan, direct and capable of performing routine service, preventive maintenance, and major repair to vehicles.	Must have the mental ability and physical dexterity to analyze, direct and perform in depth preventive maintenance on automotive, heavy-duty trucks, trailers and construction equipment. While performing maintenance, must have the ability to visually detect and correct minor and major mechanical discrepancies.	40%
2	Direct and/or perform trouble shooting and repair procedures.	Must have the mental ability to evaluate, diagnose, and determine repairs needed to bring equipment back to specifications. Must have the physical ability to perform required repairs while standing, sitting, climbing, or laying underneath work for prolonged periods. Must be able to lift up to 50 pounds and move it from one place to another.	20%
3	Ensures proper equipment use and clean up.	Must have the mental and physical ability to select and use the proper repair tools and shop equipment. Must be able to clean and maintain shop area, tools, equipment and vehicles.	10%
4	Select, train, supervise, and evaluate assigned personnel.	Mental ability to read, writes, analyzes, and interprets data then present to employees in a clear manner. Interpersonal relation's skills and ability to organize, coordinate, evaluate, and direct work of assigned staff.	10%
5	Driving ability	Must possess a valid VA driver's license and have the mental and physical dexterity to learn and to operate heavy-duty trucks and equipment.	10%
MARGINAL FUNCTIONS		MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1	Building maintenance.	Must have the mental and physical ability to perform minor building maintenance and repair.	5%
2	Special projects.	Mental ability to read, write, analyze, and interpret data. Interpersonal relation's skills and ability to organize, coordinate, evaluate, and direct to meet deadlines.	5%
<p>Remarks: Requires working in adverse climatic conditions (i.e., dust, odor, hot, cold, rain, snow). Requires wearing appropriate safety gear.</p>			
<p>*Sufficient vision and hearing required to perform the essential functions of the job listed above* ADA STATEMENT</p> <p>The specific position requirements will determine whether the function is essential or marginal, and it may vary for positions with the same job title.</p> <p>This is not an expressed or implied contract for employment and does not alter the "at will" status of SPSA employment. I have read and understand the job description and stated job functions and certify that I can perform all the essential functions of the position for which I am applying with or without a reasonable accommodation. I understand SPSA management reserves the right to change or modify the job duties and content of any and all SPSA positions, as it deems necessary, in its sole discretion. If there are essential functions which I cannot perform, I acknowledge it is my responsibility to request a reasonable accommodation during an employment interview if I am asked to demonstrate my ability to perform the essential functions of the job, or after a job offer is made, and that SPSA management will evaluate any such request to determine whether or not the accommodation would create an undue hardship.</p>			
Applicant/Employee Signature:			Date:
Please Print Name:			



Southeastern Public Service
Authority of Virginia

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APPLICATION FOR EMPLOYMENT

Effect of Nondisclosure: Because this application requests both optional data (other skills, training, etc) and mandatory data (qualifications, biographical, etc.), it is in your best interest to answer all questions. Omission of any items means you might not receive full consideration for a position in which this information is needed. A misstatement of material facts on the employment forms may be used as grounds for not employing you or for dismissing you after you begin work. All statements are subject to investigation. All information you give will be considered in reviewing your employment forms.

PERSONAL INFORMATION

Position Applied For:	Req #:	Position #:
Name:		
Last	First	Middle
Address:		
Number/Street	City	State Zip Code
Primary Contact Number: ()		check one: home work cell pager
Alternate Contact Number: ()		Best time to reach you:

	Yes	No
Are you currently employed by SPSA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by SPSA? If Yes, please give dates of last employment: From: To: Position Held:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by SPSA? If Yes, please give name, relationship, and department:	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If No, do you have the legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> (including driving-related convictions)? If Yes, please explain and list city, state, and date of every conviction:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> charges pending against you (including driving-related charges)? If Yes, please explain and list city, state, and date of every pending charge:	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTER SKILLS

Indicate Software Skills & Proficiency level: Indicate level as Beginner, Intermediate, or Advanced under each application as necessary.	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Power Point <input type="checkbox"/>
List any additional software experience:				
No previous computer/software experience <input type="checkbox"/>				

PRIVACY ACT NOTICE

This information is provided pursuant to the Privacy Protection Act of 1976, under Virginia Code, Section 26, for individuals supplying information to include in a system of records. The authority to collect information requested by this form is derived from the Southeastern Public Service Authority (SPSA) administrative policies. The principle purpose of employment forms is to collect information needed to determine qualifications, suitability, and availability of applicants for SPSA employment and of current SPSA employees for reclassification, transfer, promotion, and demotion. Your completed application may be used to examine and/or assess your qualifications; to determine if you are entitled to employment under certain laws and regulations and any applicable requirements; and to contact you concerning availability and/or an interview. All or part of your completed employment form may be disclosed outside the Department of Human Resources to:

- Executive Director and staff or supervisor upon a request for a list of eligibles to consider for employment, reinstatement, reemployment, transfer, promotion, or demotion.
- SPSA investigators to determine your suitability for SPSA employment.
- Federal, state or local agencies to create other personnel records after you have been employed by SPSA.
- Appropriate federal, state, or local agency to the extent the information is relevant to the requesting agency's decision.
- A requesting federal, state, or local law enforcement agencies charged with the responsibility of investigating a violation of the law.
- Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of SPSA.
- Any requesting information system after obtaining your voluntary release and the requesting company's assurance for the information protection.

Information regarding disclosure of Social Security Number, if applicable. Disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by SPSA is authorized under the provisions of the Social Security Act. Your SSN will be used primarily to identify your records on file with SPSA and to report wages earned, required by law.

ACKNOWLEDGMENT AND CERTIFICATION

- I certify eligibility for employment under the Immigration Reform Act of 1986.
- I acknowledge the Privacy Notice above concerning my application with SPSA.
- I acknowledge, understand, and agree that SPSA has the authority, in accordance with the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime worked under SPSA's overtime policy for non-exempt employees.
- If employment is offered by SPSA, such employment shall be conditional upon successful completion of a job-related physical, drug screen, criminal background check, and certain waiting periods, in addition to a one year period for access to portions of the grievance procedure. I understand that during my employment with SPSA, I shall be subject to all policies and procedures of SPSA (a copy is available for review). I understand that SPSA retains its right to add, delete, or modify any policy, procedure, or benefit pertaining to employment. I understand that employment is not for a specific or definite term, but that my employment is terminable at will, by me or SPSA, at any time, for any reason, including such factors as unsatisfactory performance, conduct, continued need for the position, or any other facts as determined by SPSA to be in the best interest of SPSA. I understand that no contract of employment will alter my "at-will" relationship with SPSA except the Executive Director of SPSA may enter into any agreement for employment that may modify this "at-will" relationship only if such agreement is in writing and signed by me and the Executive Director.
- I, the undersigned, hereby authorize SPSA to contact firms or agencies I have indicated and to investigate background information which is pertinent to my employment and to hold harmless and release those firms or agencies from any claims for damages of any kind that may occur to me by reasons of furnishing such information.
- By typing my name below, I understand that I am applying my electronic signature and certifying that this application was completed by me and that all statements made in this application and any other pre-employment statements are true to the best of my knowledge and belief. I understand that any misstatement or omission of material facts therein may forfeit consideration for employment with SPSA or be grounds for my discharge once employed.

Applicant Signature _____ Date _____ Receipt by _____ Date _____

**The Southeastern Public Service Authority complies with EEO/ADA guidelines
and is a drug-free workplace.**