



Kittitas County, WA  
Employment Opportunity

## FLEET MANAGER

<b>Salary</b>	\$7,453 - \$10,029 per month	<b>Location</b>	Ellensburg, WA
<b>Job Type</b>	Full-Time	<b>Benefits Status</b>	Benefit-Eligible
<b>Department</b>	Public Works	<b>FLSA Status</b>	Exempt
<b>Opening Date</b>	4/01/2024	<b>Closing Date</b>	4/22/2024

### Description

The Kittitas County Public Works Department is currently seeking qualified candidates for the position of Fleet Manager. The Fleet Manager oversees all fleet and equipment services of the Road Maintenance Division, ensuring efficient and timely maintenance and replacement of Fund 501 vehicles and equipment. Anyone who meets the qualifications stated in the job description is encouraged to apply.

### Essential Functions

- Manage Fleet Services activities and functions, including vehicle & equipment maintenance, purchasing, fuel, client services, internal charges and cost allocations, contract management and data analysis.
- Coordinate, supervise, and manage inspection, maintenance and repair of vehicles and equipment, in compliance with Department procedures and County policies; supervise the preventive maintenance program for standard care of vehicles and equipment.
- Consult with departments on equipment usage and needs; assist in the development of department equipment purchase and replacement schedules, specifications, cost estimates and budgets.
- Manage fleet and equipment replacement program; review status of vehicles and equipment; recommend equipment replacement and major repair options; prioritizes purchases and evaluates bids.
- Evaluate vehicle damages and accident trends and advise the County Engineer on necessary corrective actions.
- Evaluate trends, anticipate problems, and report on performance of the Fleet Services programs.
- Plan and manage the activities of staff; plans, prioritize and assign tasks and projects; train and coach staff; monitor work, develop staff skills, and evaluate performance.
- Plan, schedule, and prioritize Fleet Maintenance activities and projects to ensure accomplishment of goals and objectives; review the work of assigned staff to assure the work quality and timely completion of assigned duties and responsibilities.
- Oversee special Fleet Maintenance projects; provide leadership, direction and guidance in Fleet Maintenance implementation strategies and procedures; assure effective communication of strategies and issues.
- Manage budget preparation and administration; monitor and control expenditures; collect operational and administrative information and compile data for reports; analyze and report usage statistics.
- Serve as subject matter expert on the Fleet Maintenance program; prepare special and recurring reports and proposals for special projects and other Fleet Maintenance plans.



- Formulate and implement long-range asset purchase and management policies. Evaluate timelines, staffing and production levels. Ensure tasks completed appropriately.
- Work with supervisors to accomplish tasks and set minimum standards. Work with various state, county, or city agencies and other divisions and/or departments to address County-wide fleet requirements.
- Develop contracts and bid specifications in collaboration with Public Works leadership and other customers for fleet assets and roads materials. Review final documents for accuracy.
- Develop standard performance criteria and goals for Division programs. Meet the needs of internal and external fleet customers with regard to needs, desires and costs.
- Plan and develop Division programs, which may include mechanical shops, part stores, fuel depots, equipment rental services, motor pool services and other transportation services, and evaluate results on a cost-reimbursement basis.
- Collaborate in administration of system to track inventories and evaluate rental rates. Oversee inventories of equipment, supplies and materials and requisitions replacements. Collaborate with accounting staff to maintain accurate records on materials, time, and equipment.
- Develop work methods and practices to increase efficiency and ensure a quality product and employee safety.
- Organize, plan, manage and direct implementation of the Division safety program. Ensure that employees obtain and maintain all required certifications, pass all required tests and any other safety training required.
- Develop and monitor Division programs, budgets, long range goals and objectives.
- Collaborate with the County Engineer in the implementation of Division maintenance plans and programs.
- Maintain fleet radio systems including antenna/tower systems and associated FCC licenses.
- Ensure compliance with all Federal, State and local certifications, permits, materials use and disposal and best management practices for all areas of the Division's operations.
- Work collaboratively with the County Engineer establishing rates for fleet-asset rental to cover all costs of maintenance, repair, material and supplies utilized in the operation and maintenance of each asset and future asset replacement.
- Perform other tasks as directed.

### **Minimum Qualifications**

- High School Diploma or GED equivalent.
- Seven (7) or more years of progressively responsible work experience in equipment management, preventative maintenance, or closely related field.
- At least two (2) years of experience supervising maintenance personnel.
- Valid Washington State Driver's License WITH a Class A CDL endorsement and no more than two (2) moving violations in the past two (2) years.
- Valid Washington State Flagger's Certification or ability to obtain within six (6) months of hire.
- Valid first Aid Certification or ability to obtain within first six (6) months of employment.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

### **Required Knowledge, Skills, and Abilities**

- Language Skills: Ability to read, analyze and interpret scientific and technical journals, financial reports and legal documents. Ability to respond to routine inquiries or complaints from internal or external customers. Ability to write reports including reports evaluating fleet costs. Ability to effectively prepare various specifications, contracts, plans and permits, and to prepare and present comprehensive reports, presentations, budgets and correspondence to top management, peers, customers, the public and boards.



- Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to research and implement new fleet management techniques.
- Ability to apply knowledge of Federal, State, and local rules and regulations pertaining to equipment, materials and other Division activities.
- Ability to use a personal computer and fleet-management-information software for managing, reporting and making decisions on fleet lifecycles, Division performance, fleet asset profit/loss, material inventories, supplies, contracts.
- Implement and maintain sound organizational practices.
- Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports and budgets. Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.
- Extensive knowledge RTA vehicle maintenance software including work order preparation and closeout, parts inventory tracking, warranty recovery, and preventative maintenance scheduling.
- Vehicle and heavy equipment fleet operations management techniques and current business practices for efficient delivery of maintenance services for vehicles and equipment.
- Theory, principles and practices of vehicle fleet cost control and preventive maintenance programs.
- State and Federal statutes, rules and regulations and County codes governing procurement.
- Principles and practices of public sector purchasing and records management.
- Principles of administrative management, including personnel rules, strategic planning, budgeting, and effective employee supervision.
- Contract management principles, tools, and techniques.
- Knowledge of federal and state safety laws and regulations, including drug and alcohol testing guidelines for CDL.
- Methods, tools and equipment used in the repair of vehicles and heavy equipment.
- Knowledge of state and federal safety rules and regulations, occupational hazards and safety precautions.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.

### Preferred Qualifications

- Heavy equipment maintenance experience.
- Previous experience with equipment maintenance software.

### Benefits

Kittitas County offers comprehensive healthcare, retirement, and leave benefits to eligible employees. To learn more about the County's benefits, visit the Benefits page on the Kittitas County website:

<https://www.co.kittitas.wa.us/hr/benefits.aspx>

### Working Conditions

Work is mostly performed in a maintenance shop and outdoors with exposure to all weather conditions including temperature extremes, and windy/dusty/wet and/or humid conditions. Work is frequently conducted near moving mechanical parts with occasional exposure to vibration, fumes, and toxic/caustic chemicals. The noise



level is moderate with occasional exposure to higher levels; work often requires the ability to hear audible machine alarms.

The duties of this job require the use of hands and fingers to handle, feel, or operate objects, tools, or controls; the ability to stand for long periods of time and reach with arms and legs. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, walk and sit. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift to 100 pounds or more with assistance. Specific vision abilities required by this job include near, peripheral, and color vision, depth perception, and the ability to adjust focus. Must be able to traverse a variety of surfaces and enter/exit vehicles. Employee must be able to hear and communicate clearly in person, as well as over the telephone and/or radio. All PPE must be worn when required for employee safety, and safety rules/regulations must be adhered to at all times, including proper lifting/carrying techniques.

Workload and time demands may increase seasonally or on a project basis; must be able to manage stressful situations in a professional manner.

Regular attendance, reliability, punctuality, and a positive attitude are required. Occasional travel may be necessary to attend meetings or training opportunities.

Work is generally conducted during regular business hours, but may include early morning, evening and weekend work, particularly during peak work periods/seasons or special projects. Exempt/management positions are expected to work the number of hours required to complete the duties of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## APPLICATION PROCESS

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Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references and three (3) personal references
4. Supplemental exam answers

### Supplemental Exam Questions

1. Please describe how you have balanced equipment replacement needs with budget constraints. What are important factors you have considered when identifying equipment purchases?
2. Please describe your utilization of a fleet management system and data for use in day-to-day diagnostic and preventative maintenance efficiency.