

**JOBS ANNOUNCEMENT  
CITY OF PORTLAND, MAINE**

**FLEET MANAGER**

Public Works Department - This is a highly responsible position overseeing the activities of the Fleet Services Division in directing the maintenance and repair of equipment and replacement programs for City vehicles. Work involves planning and directing daily activities, long-term fleet replacement strategies, preventive maintenance plans and other major City-wide fleet management projects. Work is performed with considerable discretion and independent judgment under the general direction of the Director of Public Works. The position supervises the Parts Manager, Equipment Service Writer, Division Foremen, Fire Equipment Specialist and Accountant. Primary responsibilities include plan, organize, coordinate and direct the maintenance and repair of City fleet with over 500 vehicles and equipment, with a focus on overall safety and efficiency; maintains customer service focus by monitoring fleet repair satisfaction reports, feedback from user customers, and shop productivity reports; exercises overall management of the department's five (5) major inventories: equipment, fuel, lubricants, parts and records; recommends fleet replacement, preventive maintenance, and repair policies in support of City-wide fleet usage goals; manage surplus equipment disposal program; prepares recommendations and bidding documents and specifications for replacement equipment and annual equipment budgets, inspects and approves newly purchased equipment, supervises the processing of all City-wide equipment purchase requests with central Purchasing Agent staff, preparation of annual fleet cost records and summaries of equipment and maintenance of related records; prepares the annual Division budget, including program identification and funding, monitors the budget status throughout the year, provides funding recommendations for operations and fleet replacement needs; prepares reports relative to the budget, equipment readiness, inventory status and related topics as needed; oversees hiring, training, performance management, and employee relations of Division personnel; manages overall work order, fleet cost accounting and preventive maintenance program; handles the vehicle registration and related duties, utilizes system output for billing interdepartmental charges for vehicle service and use; oversees the daily operation of the fuel system, manages fuel usage and inventory reports, makes recommendations on fuel conservation measures; evaluates and updates latest information on alternative fuels, engine applications and other fleet technology that supports the City's overall sustainability goals and reduces energy costs; generates periodic reports for regulatory authorities, such as hazardous materials manifests and DEP reports; develops and manages a preventive maintenance program and asset management system for the City fleet; works collaboratively with Department Divisions, City Departments, and outside agencies and vendors; participates in the planning and preparations of the Department's seasonal operations; works with Division personnel to ensure a high level of morale and productivity in a safe work environment; works with Fleet direct reports to ensure adherence to state and local regulations; and performs related work as required. **Requirements:** Associate or bachelor's degree in Fleet Maintenance, Business or Public Administration or any equivalent combination of education, experience and training; experience in budgeting and financial operations, ability to analyze financial and operational data, working knowledge of creating and maintaining fleet expense and revenue budgets; knowledge of Federal and State regulations pertaining to fleet operations and fueling; ability to prepare clear and concise oral and written reports; ability to utilize computer and programs related to fleet management, diagnostics, inventory, and finance, working knowledge of inventory procedures and recordkeeping; experience supervising skilled, semi-skilled and administrative personnel; ability to establish and maintain effective working relationships with staff, other departments and the general public; ability to plan work schedules and undertake routine projects with minimum supervision; considerable knowledge of standard practices, methods, tools and machines of the various skilled mechanical trades; able to analyze statistical information; working knowledge of the types and capabilities of equipment used in municipal fleets, including City operations, and public safety equipment; experience using vehicle maintenance and preventive maintenance software; willingness to work a flexible work schedule; ability to effectively communicate orally and in writing; ability to become familiar with local repair shops and their abilities. **Desired Experience and Training:** Five (5) years of progressively responsible experience in Fleet Management; experience with financial software such as MUNIS, asset management software and GSuite (Google office productivity software); and experience with a union workplace preferred. **Necessary Special Requirements:** Must possess valid Maine Class C driver's license and must have and maintain a good driving record. Offers of employment are contingent upon the completion of a satisfactory criminal background check. Salary range \$79,073 to \$94,400/year, based on education and experience. If applicable, relocation costs could be covered. **Deadline for applications for this position is Friday, September 4, 2020.**

Permanent, full-time employees receive a generous benefits package which includes 12 ½ paid holidays; employee health insurance; sick and vacation leave; optional life, dental, vision and income protection insurances; choice of retirement plans; and tuition reduction program with the University of Southern Maine.

The City of Portland is strongly committed to diversity in its workforce.

**Women and Minorities are encouraged to apply.**

We are an Affirmative Action/Equal Employment Opportunity employer.

For more information or to apply online visit the Job Opportunities page of the City's website at [www.portlandmaine.gov/jobs](http://www.portlandmaine.gov/jobs).

Send cover letter and resume to the

City of Portland, Maine  
Human Resources Office  
389 Congress St., Room 115  
Portland, ME 04101

Email to [jobs@portlandmaine.gov](mailto:jobs@portlandmaine.gov) / Fax to (207) 874-8937