The City of Stockton invites your interest for the position of

FLEET MANAGER

Annual Salary
Up to $109,676*
*Depending on Qualifications

Amended - Final Filing Date - November 18, 2016

CITY OF STOCKTON

www.stocktonca.gov/jobs

Public Works
Fleet Section

The Fleet Section operates as an Internal Service Fund and is responsible for maintaining and replacing the City's fleet of vehicles and major equipment (approximately 1,000 units).

- Departments are charged monthly rental rates to finance operations and replacements.
- Maintenance activities include preventive maintenance inspections, complete mechanical repairs, and specialized auto body work, performed either by staff technicians or by outside vendors.
- Annual replacement budget is approximately $3 million.

Community

Stockton is a renewed city! Having recently emerged from bankruptcy, Stockton is a city that is perhaps better prepared for the future than any other city in California, with a thorough understanding of its operations and finances, and the tools to adjust to economic conditions for decades into the future. With its financial house in order, Stockton has been through the most significant period of change ever experienced in its 165-year history.

Stockton is the 13th largest city in California with a dynamic, multi-ethnic, and multi-cultural population of over 300,000 residents. Located in California's great Central Valley, Stockton has grown from a community with rich agricultural roots to an urban destination with an emerging arts and cultural scene, fine dining, shopping, sports, recreation, and family activities.

Stockton is the home of the University of the Pacific, California State University, Stanislaus extension campus, San Joaquin Delta College, and the robust and thriving Port of Stockton with direct waterway access to the San Francisco Bay. Year-round events and venues include the Annual Jazz Brubeck Festival, Bob Hope (Fox California) Theatre, Children's Museum, Haggin Museum, San Joaquin County Fairgrounds, and the Stockton Symphony. The 10,000-seat multi-purpose, waterfront Stockton Arena is home to the Stockton Heat, an American Hockey League affiliate of the Calgary Flames. The adjacent 5,000-seat Stockton Ballpark is home to the Stockton Ports, the single-A minor league baseball affiliate of the Oakland A's.

With all of this and so much more to look forward to, Stockton's future is bright.

The Position

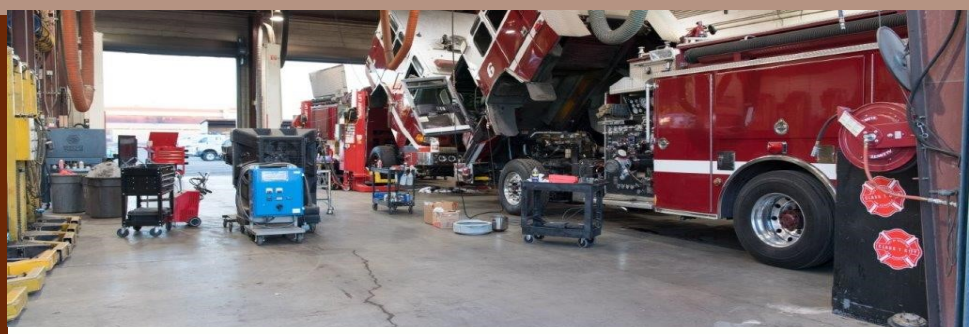
This position is responsible for the administration of the Citywide vehicle and equipment maintenance program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, managing staff, providing leadership, administering the Internal Service Fund (ISF) budget, and directing day-to-day activities. This position reports to the Deputy Public Works Director/Operations and Maintenance.

Ideal Candidate

The ideal candidate will have extensive technical knowledge and experience, and demonstrate a work history that reflects strong leadership skills and sound judgment in evaluating and monitoring the professional and technical aspects of operating and maintaining a large fleet. The ideal candidate will also be able to effectively and efficiently communicate issues/situations to others while promoting a standard of excellence throughout the operation.

Public Works Mission Statement

Plan, design, build, and maintain public works for residents, businesses, and departments of the City of Stockton to meet their needs and expectations with pride and professionalism in a cost-effective manner.



Principal Duties

- Directs the operation of the City's Fleet Section which is responsible for maintenance of the City fleet and equipment.
- Plans, organizes, coordinates, administers and directs the work of personnel engaged in the maintenance and repair of City fleet and equipment; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Section.
- Develops and implements management systems, procedures, and standards for program evaluation; prepares or directs the preparation of a variety of studies and reports related to current and long-range City needs, and develops specific proposals to meet them.
- Directs maintenance and repair activities, including planning, estimating, scheduling, inspection, and monitoring work being performed.
- Directs the preparation and administration of the annual budget for the Fleet ISF to include developing and implementing systems, policies, and procedures for chargebacks to City Departments to recover fleet operation and replacement costs.
- Analyzes and develops fleet quality control strategies and management programs to establish continuous fleet management improvement opportunities, standard maintenance and repair methods and time elements, predictive maintenance, life-cycle costing, and vehicle repair/replacement models.
- Provides analytical services and develops fleet management programs to enhance fleet performance and capabilities.
- Provides leadership and works with staff to develop and maintain a high-performance, customer service-oriented work environment.
- Directs the selection, supervision, work evaluation, and discipline of staff and provides for their training and development; interprets City personnel and MOU provisions; directly supervises staff as required.
- Prepares or reviews reports for the City Manager, boards, commissions and other organizations.
- Works closely with public and private organizations or individuals to explain or coordinate proposed programs; responds to complaints or inquiries by phone or in person.
- Coordinates the work of the Fleet Section with other City divisions and departments, outside vendors or concerned groups.
- Ensures compliance of Fleet Section activities to pertinent codes, regulations and guidelines.
- Monitors developments related to equipment maintenance, evaluates their impact and implements policy and procedure improvements; provides technical assistance to staff.
- Prepares and maintains a wide variety of written records and correspondence.
- Integrates new program activities into maintenance schedules.
- Prepares specifications and makes recommendations on the purchase, sale and disposal of new and used vehicles and equipment.
- Plans and implements an on-going safety program.
- Authorizes and approves work contracted to outside vendors; determines the necessity for contracting out major repairs; directs and approves purchasing activities.

Minimum Qualifications

Possession of a Bachelor's degree in business administration, public administration or closely related field and four (4) years of management or supervisory experience in the area of fleet management, fleet acquisition, or vehicle and equipment maintenance. Responsible fleet management, fleet acquisition, or vehicle and equipment maintenance experience may be substituted for the education requirement for a year-for-year basis up to a maximum of two years.

Other Requirements:
Must possess a valid California driver's license.
Certification by the American Public Works Association (APWA) as a Certified Public Fleet Professional (CPFP) is desirable.

Compensation and Benefits

The annual salary range for the Fleet Manager position is $85,422 to $109,676, depending on qualifications. Benefits* include, but are not limited to:

- Retirement: California Public Employees' Retirement System (CalPERS) with a 2% @ 62 formula for employees new to CalPERS. Employees considered "classic" members receive 2% @ 60 benefit formula.
- Vacation: 120 hours of vacation per year.
- Health Benefits: The City pays a significant portion of the premium for medical/hospitalization, dental/orthodontia, vision, and prescription coverage for employees and dependents, and offers a choice of four plans.
- Holidays: 12 fixed and 1 floating per year.
- Sick Leave: 96 hours per year.
- Deferred Compensation: A deferred compensation plan is available at the employee's option.
- Section 125 (Flexible Spending Account): Employees may participate on a pre-tax basis for day care and medical expense reimbursement.
- Life Insurance: Policy value of $50,000.
- Work Schedule: A City of Stockton 9/80 work schedule - 7:30am to 5:30pm, Mondays through Thursdays; 8:00am to 5:00pm on Fridays, with alternating Fridays off.

*Please visit our website for a complete list of benefits offered by the City of Stockton.

This position is Exempt from FLSA (Fair Labor and Standards Act) and does not qualify for overtime compensation and is subject to Fair Political Practices Commission (FPPC) annual filing requirements. Please see the FPPC website, www.fppc.ca.gov, for more information.

The Process

This is an At-Will position (unclassified/unrepresented). Only those applicants who best fit the needs of the City will be considered for this career opportunity. Applicants who fail to complete the online application, supplemental questions, and proof of education (due by November 15, 2016) will be subject to rejection. Applications and supplemental questionnaires will be reviewed, and only the most qualified applicants will be invited to an interview.

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THE CITY OF STOCKTON IS AN EQUAL OPPORTUNITY EMPLOYER