

SNOHOMISH COUNTY JOB DESCRIPTION

FLEET SERVICES DIRECTOR

Spec No. 1157

BASIC FUNCTION

To plan, organize, direct and administer the activities of the Fleet Services Division of the Facilities and Fleet Management Department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as the County's ER&R fund manager in accordance with applicable laws and adopted county policies and procedures; manages and administers the ER&R fund and the equipment rental & revolving program.
2. Plans, organizes, directs and administers the operations and activities of the Fleet Services Division.
3. Develops, recommends and directs the implementation of a comprehensive fleet management program including the maintenance, repair, rental and replacement of fleet equipment; confers with various department heads and elected officials, division heads, and managers in other departments and divisions to determine equipment and service needs; develops long range equipment replacement schedules and rental rates; prepares over-all program plans and budget requests; monitors expenditures and administers the approved Division budget.
4. Plans, organizes, directs and oversees the maintenance, repair and rental of fleet equipment, and the purchase and inventory of equipment, materials, parts and supplies; directs and oversees the development of bid specifications for the purchase of additional and replacement fleet equipment; reviews and approves invoices and purchase orders for the purchase of a wide variety of equipment, materials, parts and supplies; determines the appropriate method of and directs the disposal of surplus equipment and materials.
5. Plans, organizes, supervises and coordinates the work of subordinate supervisors and managers; reviews and evaluates the work of subordinate employees, and provides for their training; selects, hires, terminates and disciplines subordinates as necessary.
6. Supervises and directs, through subordinate supervisors and managers, the maintenance of county and non-county vehicles and equipment.
7. Supervises and directs, through subordinate supervisors and managers, the operation of county stores related to Fleet Maintenance and Road Maintenance operations, including the sign fabrication shop.
8. Supervises and directs, through subordinate supervisors and managers, the installation, maintenance and repair of radio communication devices and support equipment.
9. Prepares and/or supervises the preparation of division budget requests; administers the division's approved budget including monitoring revenues and expenditures.

SNOHOMISH COUNTY JOB DESCRIPTION

FLEET SERVICES DIRECTOR

Spec No. 1157

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Evaluates division operations and initiates changes as necessary; develops and recommends operational policies and procedures as necessary.
11. Coordinates division operations and activities with other divisions of the department, with other county departments, and with outside agencies as required; may represent the department at public hearings or before the county council, the hearing examiner or other individuals or groups as directed.
12. Participates in green fleet initiatives at the State and local level including involvement in boards and green fleet organizations; drives County green fleet management best practices including vehicle selection, maintenance and fuel selection to reduce the County's carbon footprint and vehicle operating expense.
13. Coordinates with outside agencies for the provision of fleet management and maintenance services to outside governmental agencies; develops and administers inter-local agreements for fleet services, and presents those agreements to County Council as necessary; maintains positive customer relations.

STATEMENT OF ESSENTIAL JOB DUTIES

14. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a major college or university with major course work in mechanical, civil, or industrial engineering, public administration or equivalent degree; PLUS five years of management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State driver's license required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of fleet management;
- the principles and practices of program planning, budgeting, supervision and management;
- the principles and practices of financial management and of budget preparation and administration;
- the equipment, materials, methods, procedures and tools used in the maintenance and repair of fleet equipment;

SNOHOMISH COUNTY JOB DESCRIPTION

FLEET SERVICES DIRECTOR

Spec No. 1157

KNOWLEDGE AND ABILITIES (Continued)

- the laws, rules and regulations governing the purchase of a wide variety of fleet equipment and related goods and services;
- the principles and practices of office management, records keeping and effective employee supervision;
- green fleet objectives
- State regulations and laws governing alternative fuels and carbon reduction;
- federal, state, and local laws, rules and regulations

Ability to:

- strategically plan, organize, coordinate and direct the operations and activities of the division;
- effectively supervise, manage and evaluate the work of subordinate employees;
- prepare and administer the division's budget;
- analyze and evaluate division operations and take effective action to correct deficiencies and resolve problems;
- persuade action and participation from those outside the division
- establish and maintain effective work relationships with co workers and superiors;
- develop, implement and manage an effective fleet management program;
- develop enhanced county programs to reduce our fleet and fuel's carbon footprint;
- prepare and administer program plans and budgets;
- gather, analyze, evaluate and synthesize a variety of data including financial and statistical data;
- analyze and evaluate program operations and take effective action to correct deficiencies and resolve problems;
- allocate and make effective use of available resources;
- plan, organize, supervise and evaluate the work of subordinate employees;
- prepare bid specifications and related documents for a wide variety of fleet equipment and related goods and services;
- read, understand and interpret manufacturer's equipment specifications and related documents;
- read, understand and apply a variety of laws, rules and regulations affecting program operations including safety rules and regulations;
- maintain required records and prepare a variety of correspondence, reports and other written materials;
- communicate effectively both orally and in writing;
- deal courteously and tactfully with the general public.

SNOHOMISH COUNTY JOB DESCRIPTION

FLEET SERVICES DIRECTOR

Spec No. 1157

SUPERVISION

The employee reports directly to the Director of Facilities and Fleet and is responsible for all operations and activities of the Fleet Services Division. Considerable independent judgment is exercised in planning projects and programs, and in resolving administrative and technical problems within the division. Total responsibility is required for the development of budgets for the division's operations and for the cash flow requirements for the various programs. Performance is evaluated through conferences and results obtained. Direct supervision is exercised over subordinate managers and/or supervisors and through them over the entire division.

WORKING CONDITIONS

Usual office environment with more than typical periodic field visits to work sites throughout the county. May require working evenings, weekends and holidays as required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2012

EEO Category: 1 – Officials and Administrators

Pay Grade: 113 – Management Exempt Pay Plan (Management Exempt)

Workers Comp: 5306 Non-Hazardous