



## Midpeninsula Regional Open Space District

### **FLEET SERVICES SPECIALIST**

#### **DEFINITION**

Under direction, performs administrative and technical work in the specification, service, maintenance scheduling, tracking, and acquisition of the vehicle and equipment fleet of the District. Oversees District-wide fleet management including equipment acquisition, program budgeting, usage, and deployment; manages the scheduling, dispatching, and servicing of the fleet inventory; recommends asset replacement; provides for the disposal of surplus vehicles and equipment; and performs related duties as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Facilities and Fleet Manager. May provide technical and functional direction to assigned staff.

#### **CLASS CHARACTERISTICS**

This is a single-position classification responsible for the District's vehicle and equipment fleet including budgeting, equipment utilization and acquisition, usage, fueling, and preventive maintenance and repair activities. Successful performance of the work requires the frequent use of tact, discretion, working and problem-solving independently, and extensive staff, public, and organizational contact. Project management responsibilities include preparing RFPs, evaluating proposals, and managing contractors and consultants. Incumbents exercise a high level of technical expertise and prepare written and oral reports for management, boards and committees, and Board of Directors. This classification is distinguished from the next higher classification of Facilities and Fleet Manager in that the latter has overall responsibility for the administration and management of all the Facilities and Fleet Department operations and staff supervision.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Tracks the entire vehicle/equipment lifecycle, including acquisition, assignment, maintenance, repair, replacement, and disposal.
- Provides leadership in the development of goals, objectives, policies, and procedures for the District's vehicle and equipment asset management program; recommends and implements policies and procedures including standard operating procedures for the program.
- Serves as primary point of contact for fleet users/staff, contractors, and stakeholders for all phases of fleet maintenance activities from procurement to warranty.
- Coordinates with departments to monitor the District's vehicle and equipment assets; makes recommendations to and receives feedback from departments on improving customer service and accountability.
- Participates in the development of the annual budget including capital acquisition goals; monitors and controls budgetary expenditures.
- Prepares technical specifications for the procurement of vehicles, equipment, services and supplies; makes recommendations regarding their replacement.

- Initiates and manages contracts for professional services including overseeing the development of request for proposals and bid specifications, approving bids, developing work plans, ensuring compliance with all contract requirements and service agreements, and enforcing warranty provisions
- Oversees and evaluates the use and maintenance of the fleet management system, which is a computer system that is tracking vehicle and equipment maintenance, cost and repairs.
- Conducts utilization studies and evaluates the condition of the fleet on an ongoing basis; makes recommendations on the size and composition of the fleet and establishment of replacement criteria; makes replacement recommendations and manages a vehicle disposal program, including auction management and forecasting salvage value of vehicles and equipment.
- Orders new vehicles and prepares them for service in accordance with departmental specifications.
- Administers a comprehensive maintenance and repair program for the District's vehicles, heavy equipment and other special equipment; coordinates maintenance and repair work with outside vendors.
- Inspects vehicles and equipment, including work in progress and upon completion to ensure conformance to established standards for repair and maintenance, and as needed under the scope of the work assignment to ensure vehicles and equipment are properly maintained.
- Analyzes and establishes procedures, scheduling, priorities and workflow. Interprets policy and procedures to other District staff and outside contacts.
- Establishes and standardizes vehicle and equipment replacement policies and analyzes and determines the appropriateness of either buying or leasing vehicles and equipment. Facilitates the disposal of surplus District vehicles and equipment removed from service, utilizing the competitive bid and auction process.
- Provides needed information and trainings on how to perform certain work tasks to employees.
- Understands and implements sustainability and conservation strategies related to the fleet and equipment to preserve and reduce impacts to natural resources and for energy efficiencies.
- Conducts audits and analysis of fleet and equipment, including alternative fuels/fuel consumption, carbon neutral Board directives, comparisons with other public agencies, etc., to identify opportunities to optimize usage, improve efficiencies and reduce carbon output.
- Plans efficient timelines to meet delivery and pick-up deadlines for new vehicles and equipment.
- Tracks key performance indicators (KPIs) and provides reports to management on fleet performance.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of fleet management.
- Monitors changes in laws, regulations, and technology that may affect fleet management operations; implements policy and procedural changes as required.
- Directs, establishes, implements, and ensures compliance with hazardous materials, California Air Resources Board (CARB), Occupational Health and Safety (OSHA), Department of Transportation (DOT), and Environmental Protection Act (EPA) regulatory compliance plans.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of automotive and equipment maintenance and repair program development and administration.
- Principles, practices, equipment, tools, and materials used in the maintenance, diagnosis, and repair of automobiles, light- and heavy-duty trucks and equipment, and specialized equipment, including hydraulic and computer-controlled systems.

- Principles and practices of monitoring and maintaining fuel storage systems; including electric vehicle charging systems and stations.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of cost estimating for supplies, equipment, and vehicles.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Economic practices in the acquisition and disposal of vehicles and equipment.
- Methods and techniques for providing staff training, work coordination, and guidance.
- Modern office practices, methods, and computer equipment and applications.
- Contract management principles and practices.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the assigned program area.
- Implement the District's Fleet Electrification Transition Plan
- Prepare and administer a budget for the assigned program area.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Organize, implement, and coordinate assigned maintenance and operations activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials including graphs and charts.
- Conduct complex research projects and analysis, evaluate alternatives and performance data, identify strategies and make sound recommendations, and prepare effective technical staff reports focusing on improving efficiency.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Observe safety principles and work in a safe manner.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an associate degree in fleet management, business administration, public administration, or a closely related field and four (4) years of full-time experience in administration of a fleet or equipment maintenance program or facility, including at least one year at a lead or supervisory level.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.

### **WORK ENVIRONMENT**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Positions in this class typically require: stooping, crouching, reaching, standing, climbing, walking on uneven surfaces, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

### **ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: September 2025

REVISED: n/a

FLSA: Exempt