

## FLEET MANAGER

The City of Harrisburg is accepting applications for the position of Fleet Manager in the Department of Public Works, Bureau of Vehicle Management. This management position is responsible for fleet administration and operations in the maintenance and repair of automotive and light and heavy equipment. An employee in this class supervises a staff of administrative personnel, skilled tradesmen, semi-skilled and unskilled employees in the maintenance, repair, overhaul and inspection of automotive and other related equipment and in the performance of other garage-related duties. Work involves instructing subordinate personnel in fleet management policy and procedure, instructing tradesman in the assembly and adjustment of motorized equipment, practices and procedures in troubleshooting, developing and administering rules and regulations governing equipment inspection and safety, and other Bureau duties as assigned. This is a management, FLSA-exempt position.

Qualified candidates will possess a high school diploma or equivalent; college courses in business preferred. Two years management experience in fleet management, vehicle maintenance and repair facility operations preferred. Must be proficient with Microsoft software and have a working knowledge of GIS. Other equivalent combinations of experience and training which provide the required knowledge, skills and abilities may be considered. Certified Notary preferred. Valid Pennsylvania Driver's License, Class C required.

The annual salary range is dependent on qualifications, plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**JOB TITLE****GRADE: M-13****FLEET MANAGER – DEPARTMENT OF PUBLIC WORKS – BUREAU OF VEHICLE MANAGEMENT****GENERAL STATEMENT OF DUTIES:**

This management position is responsible for fleet administration and operations in the maintenance and repair of automotive and light and heavy equipment. An employee in this class supervises a staff of administrative personnel, skilled tradesmen, semi-skilled and unskilled employees in the maintenance, repair, overhaul and inspection of automotive and other related equipment and in the performance of other garage-related duties. Work involves instructing subordinate personnel in fleet management policy and procedure, instructing tradesman in the assembly and adjustment of motorized equipment, practices and procedures in troubleshooting, developing and administering rules and regulations governing equipment inspection and safety, and other Bureau duties as assigned.

**EQUIPMENT/JOB LOCATION:**

Work is performed at the Public Works Complex and other locations throughout the City. Equipment utilized includes personal computers and printers, telephones, copiers, fax machines, adding machines, two-way radios, cell phones, and other related equipment. Position requires extensive walking, uncomfortable positions and strenuous and physical activity for prolonged periods. Employee is subject to noise, vibration, fumes, odors, dust and adverse climatic conditions. Duties are typically performed on weekdays from 7:30 a.m. to 4:00 p.m.; however, the employee may be required to work evenings, nights, weekends and holidays.

**ESSENTIAL FUNCTIONS:**

Plans, lays out and assigns work to subordinate personnel; reviews work of subordinate personnel during work process and upon its completion; directs and supervises mechanics/technicians and laborers in the repair and maintenance of cars, trucks, tractors, sweepers, compressors, graders, loaders and other varied equipment; assigns daily work duties to subordinate personnel; maintains records of work performed and completes other reports as required; oversees the maintenance and repair of vehicles/equipment and the assembly and overhaul of cars, trucks, and other related equipment; implements fleet administrative policies and procedures; supervises the inspection of all motor vehicles for compliance with all applicable Federal, State, and Local laws, ordinances, regulations, and insurance requirements; maintains associated documents and records as required. Compiles all data regarding budget balances for review by the Department Director and prepares the annual bureau budget. Maintains the Bureau Advancement Account insuring all associated activities conform to established procedures. Acts as a liaison with the Pennsylvania Department of Transportation; prepares and processes all Commonwealth documents relating to vehicle/equipment licensing, titling, confidential registrations and other licensing/permits; securely maintains Pennsylvania State Inspection records, recommending and preparing ordering activities. Prepares and signs employees' evaluations; prepares

**JOB TITLE****GRADE: M-13****FLEET MANAGER – DEPARTMENT OF PUBLIC WORKS – BUREAU OF VEHICLE MANAGEMENT****ESSENTIAL FUNCTIONS (CONT.):**

vehicle/equipment specifications, completes payroll processing receiving, reviewing and approving employee leave requests; identifies training needs; maintains all in-house warrantee program records, fleet management programs and associated requirements; lifts up to 50 lbs. unassisted, and in excess of 50 lbs. with assistance. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers, subordinates and the general public. Completes all assignments in an efficient, consistent and timely manner. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to maintain effective working relationships and motivate subordinate personnel.
- Ability to assign and review work of skilled mechanics/technicians and other workers.
- Ability to diagnosis complex problems and defects and to affect the repair and maintenance of a wide variety of automotive and light and heavy equipment.
- Ability to use automated technology for diagnostic and administrative purposes.
- Ability to complete time and progress reports.
- Ability to be neat, precise, orderly and organized when performing duties.
- Ability to maintain a positive, high-goal-oriented attitude under all working conditions.
- Good knowledge of the hazards and safety practices of the trade.
- Excellent ability to communicate verbally and in writing.
- Thorough knowledge of the methods, materials, tools and other standard practices of the automotive and light and heavy equipment trade.
- Thorough knowledge and skills in the care and use of tools and equipment employed in the repair and adjustment of automotive and light and heavy equipment.
- Thorough knowledge and understanding of Fleet Administration practices and programs.
- Thorough knowledge of governmental purchasing regulations.

**QUALIFICATIONS:**

High school diploma or equivalent, college courses in business preferred. Two years management experience in fleet management, vehicle maintenance and repair facility operations preferred. Must be proficient with Microsoft software and have a working knowledge of GIS. Other equivalent combinations of experience and training which provide the required knowledge, skills and abilities may be considered. Certified Notary preferred. Valid Pennsylvania Driver's License, Class C required.