



Pasco Sheriff's Office
POSITION DESCRIPTION



POSITION NUMBER: 274

Retirement Class Code: HA (Regular Risk)

Class Title: Fleet Maintenance Manager

Type of Position: Civilian

Pay Grade: P30

1. Workweek: Full-Time

2. FLSA: Exempt from overtime

3. EEO Category: 08 (Service / Maintenance)

4. Department: Fleet Maintenance

5. Section/Org Code: Compensation; Org. Code 8380

6. Location: Land O' Lakes

7. Job Summary: This is a front line management role driving cost effective fleet operations while delivering world class customer service. The Fleet Manager assists with developing the annual budget supporting over 1200 vehicles, and associated equipment, and prepares/analyzes performance and trend reports from the Fleet Management system. Reviews fleet performance and provides recommendations for the fleet replacement program based on mileage, age, use and repair trends. Manages fleet operations against the annual budget and makes operational decisions and appropriate course corrections. Actively seeks other opportunities to reduce fleet costs and spreads fixed costs over a larger base. Ensures compliance with all safety and environmental requirements related to the operation of a service and maintenance facility. Assists the Director of Administrative Services in the continued development and implementation of technologies and services that advance Fleet Management operations.

8. Working conditions: Work in a standard vehicle maintenance garage. Position may occasionally travel to other locations within and outside County area.

9. Position reports to: Director of Administrative Services

10. Position directly supervises: Mechanics and Fleet Maintenance Staff

11. Education and Experience:

Associates Degree and CAFM Certification with a minimum of 5 years of fleet management required. High School diploma or equivalent, CAFM certification and a minimum of 7 years' fleet management experience maybe considered in lieu of degree. This position must have a Valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

20% DUTY AREA – SUPPORT AND ADMINISTRATIVE: Illustrative Tasks:

- Participate in meetings and trainings
- Determine inventory needs and direct purchases
- Assist in troubleshooting problems
- Write/upgrade specifications for new equipment to ensure that all equipment purchased fully meets the needs of the organization
- Maintain records/files on vehicle accidents and associated repairs
- Photograph accident vehicles
- Serve as vehicle insurance liaison related to disseminating insurance cards, dealing with insurance carriers for subrogation of claims
- Requisition supplies and maintain adequate supply inventory levels
- Review completed work assignments by employees for achievement of task and objectives

THE PASCO SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, PASCO SHERIFF'S OFFICE WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

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- Resolve conflicts among personnel
- Coach/train employees to improve work productivity
- Review and approve time sheets and/or leave requests
- Review/approve overtime/comp time
- Review/approve equipment/supply requests

80% DUTY AREAS - FLEET MANAGER: Illustrative Tasks:

- Complete assignments as directed
- Maintain impound log records daily
- Perform detailed financial analysis to determine appropriate cost-effective life cycling
- Determine appropriate vehicles or equipment that would maximize efficiency and fiscal responsibility to the agency
- Perform appropriate maintenance parameters which result in decreased maintenance costs and productivity
- Authorize rotation wrecker companies and ensure all zones are covered with sufficient wrecker companies
- Inspect buildings, impound areas, fencing, lighting, and general appearance of wrecker company to ensure it's in accordance with agency policies and procedures
- Inspect wreckers for proper equipment and appearance in accordance with agency policies and procedures. Passing inspection will generate a current sticker that is affixed to each individual wrecker.
- Perform random checks on wrecker companies to ensure they are complying with agency General Orders
- Set up annual or semi-annual meetings with wrecker companies to ensure compliance
- Follow up complaints against wrecker companies to ensure compliance. If problem persists wrecker company will either be suspended or removed from rotation list
- Complete, update, submit required reports/documents/forms to the appropriate authority/personnel, in a timely manner pursuant to applicable state regulations and in accordance with agency policies and procedures
- Accurately troubleshoot problems with specified equipment/systems and determine the most appropriate repair method to restore the equipment/system to its proper working condition
- If applicable, contact the appropriate repair personnel in accordance with agency policies/procedures
- Oversee the process for agency vehicles to be auctioned, inspected and mechanically/cosmetically prepared for sale. Coordinates the sale with auctioneers, ensuring that the minimum bid price is agreed upon. Completes an accurate and detailed vehicle spec/information sheet documenting specific details of the vehicle for auction purposes. The member will carefully evaluate and compare supplier cost of parts and changes, and will identify alternative suppliers if the original supplier is not providing a cost effective service and/or competitive prices.
- Oversee the repair or replacement of mal-functioning parts, oversee the transport of

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vehicles to and from dealerships, vendors, between district stations and /or as otherwise directed

- Prepare estimates of all vehicle repairs needed for in-house and/or off-site repair of agency vehicles and will determine the appropriate materials and correct repair method needed to properly complete the repair job
- Oversee the proper installation of items such as fire extinguishers, ~~hat racks~~, gun racks, first aid kits, decals and/or other necessary and approved items in agency owned vehicles, both marked and unmarked, in accordance with manufacturer's specifications and in the designated/approved locations to ensure proper accessibility/visibility as required
- Assist with progressive discipline within agency guidelines
- Conduct/supervise employee performance evaluations
- Assist Sheriff in making decisions on issues where no guidelines or policies exist
- Implement changes and new programs as needed or directed
- Prepare workload assessment and develop goals/objectives; schedule/coordinate work flow
- Perform other duties as needed

13. JOB SKILLS / ASSOCIATED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Management and supervisory concepts and a high degree of technical skill with automotive and other motorized equipment
- Methods, equipment, and materials used in servicing automobiles and other applicable equipment
- Vehicle warranty programs
- Work team concepts and productivity standards in an automotive repair facility
- Cost accounting, budgeting, and purchasing procedures
- Cost accounting as it pertains to Fleet vehicles and maintenance costs
- Various technical manuals applicable to the position
- Microsoft Word, Excel, and other computer software
- Hazards and safety precautions of large scale operations
- Business practices applicable to garage management

SKILLED IN:

- Communicating effectively both orally and in writing.
- Establishing and maintaining effective working relationships with other Governmental employees and the general public
- Strong problem resolution skills
- Evaluation of personnel in the accomplishment of goals and objectives and demonstrated ability to manage priorities and workloads
- Oral and written communication of complex materials

ABILITY TO:

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- Interact with tact and courtesy and maintain a professional demeanor.
- Train other personnel with respect to a variety of mechanical techniques, safety practices, policies and procedures, and other operational requirements
- Identify technical training needs of personnel to enhance their growth and development
- Plan and organize data, coordinate programs and make decisions
- Produce written documents with clearly organized thoughts using proper grammar
- Maintain positive interpersonal relationships
- Direct and evaluate personnel in the accomplishment of goals and objectives and demonstrated ability to
- Able to prioritize workload

MINIMUM PHYSICAL AND OTHER REOUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist

Other Requirements:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Ability to work shift work
- Ability to work in hazardous conditions
- Ability to lift up to 30 lbs.
- Occasionally climb, balance, stoop, twist, kneel, crouch, crawl and reach
- Ability to stand and walk for extended periods of time

14. Equipment or machines routinely used in this position: Agency vehicle, agency weapon, cell phone, telephone, agency computer, agency software programs; calculator; photocopier; facsimile machine.

15. Amount and type of supervision position receive: Member will work under moderate guidance and supervision of the Director of Administrative Services.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Director of Administrative Services. This position receives a formal written performance appraisal in accordance with General Order 35.1.

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17. Essential Tier Response: Tier 1 - Key and Mission Essential: This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

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