



2017

# City of Charlottesville

## Fleet Manager



*Photo by Paul Oberdorfer*

**Apply Online:** <https://www.charlottesville.org/jobs>

**Application Deadline:** December 8, 2017 at 5pm EST.

For questions, please contact City of Charlottesville Human Resources Department,  
[hr@charlottesville.org](mailto:hr@charlottesville.org)

# The Community

The City of Charlottesville covers nearly 11 square miles and has a population of approximately 47,000. Located in Central Virginia, the area may be best known for Monticello, the mountaintop retreat of the nation's third president, Thomas Jefferson. Additionally, Montpelier, home of James Madison, the 4th US President, and Highland, the residence of our 5th President, James Monroe, is nearby. The City enjoys a number of national rankings, including one of America's Healthiest Small Cities (Daily Finance), a Top 100 Place to Live (Livability.com), America's Smartest City (Lumosity.com) and is a bicycle and walk-friendly community. Centrally located in Virginia and sitting in the foothills of the Blue Ridge Mountains, Charlottesville residents enjoy the very best of urban, suburban, and rural life.

## A City with a Progressive Attitude

Charlottesville is known as a progressive and sophisticated major university town with excellent educational opportunities. The City's public schools provide a place for every child to learn with a low student/teacher ratio and a high commitment to success. Enrichment programs, special and gifted services, technical training, fine and performing arts, and a wide variety of sports and other extracurricular activities cater to the individual needs of each student. The system includes six (6) elementary schools (grades preK-4), one upper elementary school (grades 5 & 6), one middle school (grades 7 & 8), one high school (grades 9-12), one vocational education school operated jointly with Albemarle County, and an alternative program (grades 7-12). Some local private/parochial schools also operate in the area. Charlottesville's higher education options include the University of Virginia (UVA) and Piedmont Virginia Community College (PVCC).



Photo by the University of Virginia

The City has ample healthcare resources. The University of Virginia's Health Sciences Center provides world-renowned medical research, health care, and training. Martha Jefferson Hospital has a well-regarded comprehensive women's health center, oncology center, and a strong community focus.

The City offers a wide variety of cultural, social, and recreational opportunities. The Downtown Pedestrian Mall is a center for art, music, dining, shopping, and entertainment. Popular annual



Photo by Robert Michal via CACVB

events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Look3 Festival of the Photograph, the Tom-Tom Founders Festival, Historic Garden Week, and the African-American Cultural Arts Festival.

There are over 30 wineries and breweries in the Greater Charlottesville area, and wine connoisseurs can enjoy several wine festivals and events, including the annual Monticello Wine & Food Festival, which is held each October. Residents enjoy a wide variety of amenities, ranging from the 25 City parks, (including ten neighborhood parks), to an outdoor performance pavilion, numerous venues for music and theater performances, and museums. The nearby Shenandoah National Park, area rivers, forests, and regional ski areas provide opportunities for people to enjoy the outdoors at any level of commitment or ability. Charlottesville strives to be "A Green City" and has strong commitments to sustainability and environmental stewardship.

Charlottesville is strategically located for many major employers. The University of Virginia is the City's largest employer, with over 17,000 employees between the university and hospital staffs. Other major employers in the City of Charlottesville include SNL Financial, LexisNexis, WorldStrides, and the CFA Institute.

# Governance & Organization



Photo by James Marshall via CACVB

## The 2017 City Council and City Manager

The City of Charlottesville became a city in 1888 and adopted a council-manager form of government in 1922.

Charlottesville is an independent municipality operating under a council-manager form of government. The Charlottesville Council consists of five City Council members who appoint the Mayor and Vice-Mayor.

Maurice Jones was appointed City Manager on December 6, 2010, after serving as the Assistant City Manager for several years. The City Manager serves as the Chief Administrative Officer for the City, translating City Council's policies and priorities into action for the Community.

# Job Summary

Directs, manages, plans and organizes safe, reliable, and efficient municipal fleet operations including fuel systems and the fleet parts warehouse.

Responsibilities include but not limited to developing goals and objectives, managing information and work order systems, establishing policies and procedures, producing annual operating budgets, supervising staff, and performing maintenance and repair activities for the City's vehicle and equipment fleet, and operating a compliant fueling system.

The candidate must be highly motivated and strive for success by demonstrating Charlottesville's Core Values of Leadership, Trust, Creativity, Excellence, and Respect. This position is a full-time, exempt employee in the Public Works Department and reports to the Public Works Director.

## Ideal Candidate

The City of Charlottesville believes in a culture of servant leadership and embraces equity, inclusion, and diversity in the workforce.

First and foremost, the ideal candidate will embrace this culture and represent these core values.

### Licenses or Certificates

Possession of a valid, appropriate driver's permit issued by the Commonwealth of Virginia. Certified Public Fleet Professional (CPFP), or ability to earn within one (1) year of employment.)

### Communication Skills

Ability to respond to common inquiries or complaints from customers, regulatory agencies or authorities, or members of the local business community.



Photo by the City of Charlottesville

# Essential Job Functions

1. Responsible for the overall acquisition, maintenance, and disposal of the City's fleet including cars, light and heavy trucks, tractors, machines, backup generators, mowing equipment, small engine equipment and all other rolling stock.
2. Works with City Departments to specify the most efficient, effective, and economical vehicle or equipment to perform the specified task or operation. In all cases honors the City's core value of commitment to efficiency to ensure acquisition of vehicles or equipment that do not exceed the needed minimum required to perform City services.
3. Plan, prioritize, assign, supervise, review and participate in the work responsible for the preventative maintenance and repair of the City of Charlottesville vehicle and equipment fleet.
4. Prepare activity reports of all work unit projects and operations; submit reports and evidentiary data to other department management staff; prepare plans and projections of future activities.
5. Select, train, motivate and evaluate personnel; meet with workers to correct deficiencies; implement discipline and termination procedures as necessary.
6. Ensure operations are conducted safely and efficiently.
7. Participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor expenditures.
8. Maintain storeroom of parts, supplies and stock items; order and receive, issue parts and supplies.
9. Communicate effectively with staff and supervisors in writing and verbally. Communicate effectively with customers regarding Fleet services and policies (e.g., use of fuel systems, anti-idling, efficiency strategies for operators).
10. Plan and implement in-house and outside training for personnel.
11. Maintain refueling records and database; including preparation and submittal of reports to required agencies.
12. Develop and maintain vehicle maintenance records including asset management.
13. Pursue sustainability initiatives for fleet and equipment with impact on environmental and fiscal resources.
14. Ensure the City of Charlottesville fleet operation is compliant with all local, state and federal regulations.
15. Is an active member of the Fleet Management Committee and follows Fleet Replacement Policy action items.

# Public Works

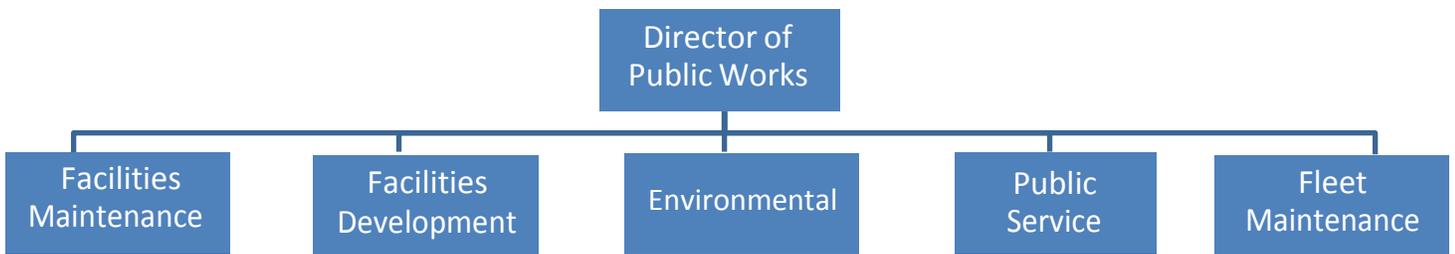


## Charlottesville



# Other Skills & Abilities

1. Ability to establish and meet deadlines.
  2. Be self-motivated.
  3. Ability to establish and maintain good relationships with supervisors and other personnel.
  4. Ability to perform duties in a team environment
  5. Skilled in the use of standard office devices and tools to conduct business.
  6. Skilled at coordinating and managing multiple projects and assignments.
  7. Must have good people skills to communicate with city staff and supervisors, as well as public and vendors.
  8. Possess strong organizational skills.
  9. Good verbal and written communications skills are essential. Knowledge of Microsoft Office Suite: Word, Excel, and other office-oriented software, in addition to SAP and FASTER enterprise software.
  10. Must be able to communicate with customers, resolve conflicts, express empathy and believe in the concept of serving others before self.
  11. Ability to comprehend complex policies, procedures, regulations, organizational structures, etc. in a short timeframe. Judgment is required both in interpreting established policies, goals, and objectives, and in applying concepts, plans, and strategies that may deviate from traditional methods and practices; ability to perform tasks under pressure with short deadlines; ability to work flexible hours as necessary.
  12. Effective in participating in the development of "department" and "Division goals," "objectives" and "procedures."
  13. Experienced in prioritizing, planning, and scheduling, works independently in the absence of specific instructions or a supervisor.
  14. Ability to interpret a variety of instructions furnished by management in written, oral, diagram, or schedule form.
  15. Use tact and diplomacy with the public, and maintain effective working relationships with coworkers.
- \*Please refer to the official job description for additional requirements.



687 Units      10 FTE's      1.9 Million

## Education & Experience

- Extensive professional experience in fleet management

AND

- Bachelor's degree or higher and 3 years of relevant work experience within the last 5 years; **OR**
  - Trade school certificate or associate's degree and 5 years of relevant work experience within the last 7 years; **OR**
  - High school graduation or equivalent and 7 years of relevant work experience (a minimum of 7 years public or a minimum combination of 4 years public and 3 years private) within the last 9 years.

## Compensation & Benefits

The starting salary will be between **\$61,133.90** – **\$89,093.20** dependent on the education and experience level of the candidate. The City offers an outstanding program of employee benefits, including the option of participation in a Defined Benefits or Defined Contribution Retirement Plan. The opportunity to live and work in one of the most dynamic, challenging and culturally rich communities in the United States is an added benefit for the successful person.

## Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Office conditions; outdoor environment; exposure to conditions of vehicle maintenance including loud noises, dust, heavy vehicles and equipment; exposure to inclement weather; exposure to traffic and other hazards while conducting field inspections; exposure to moving vehicles and equipment, slippery surfaces, and other related conditions.

## Equal Opportunity Employer

The City of Charlottesville is an Equal Opportunity Employer and Values Diversity at all Levels of its Workforce.

<http://www.charlottesville.org/departments-and-services/departments-h-z/public-works>



Photo by Jeff McCallister via CACVB