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| |  |  | | --- | --- | | https://agency.governmentjobs.com/images/AgencyImages/FB_IMG_1439494398273-2.jpg | **CITY OF CHARLOTTESVILLE** **invites applications for the position of:**  **Fleet Manager**  An Equal Opportunity Employer | |
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The ideal candidate must be highly motivated and strive for success by demonstrating Charlottesville's Core Values of Leadership, Trust, Creativity, Excellence, and Respect. The City 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. The candidate will be an experienced fleet management professional who is results-oriented and solutions driven, learns quickly when faced with new problems, is able to make decisions in a timely manner, and who is committed to meeting the expectations of internal and external customers.  Work is performed under the regular supervision of the Public Works Director. Supervision is exercised over Fleet personnel. Primarily and most frequently the work done here is performed as leader or director with broad functional areas and more expertise and strategic focus.  To view a downloadable brochure about our Community, City Government, and the position, please go to: https://www.charlottesville.org/home/showdocument?id=59581 | |  |  | | **ESSENTIAL RESPONSIBILITIES AND DUTIES:** | * Plans, organizes, schedules and monitors the maintenance, repair, and servicing of motor vehicles and equipment; * Oversees preventive maintenance program for City's fleet; * Assists in the preparation of specifications for the acquisition of motor vehicles and equipment; * Develops and implements training programs for Fleet personnel; * Prepares periodic and special reports for both equipment users and management; * Develops, administers and monitors programs for the replacement of motor vehicles and equipment; * Oversees operation of the vehicle wash facility and fuel system; * Responsible for personnel matters in Fleet Maintenance; * Develops policies and procedures for the operation of the City's Fleet Management program; * Provides technical assistance to other City divisions, departments and agencies as needed; * Attends, and is an active member, of the Fleet Management Committee and follows Fleet Replacement Policy action items; * Develops and administers information management systems as needed; * Ensures fleet operation are compliant with all local, State, and Federal regulations; * Provides technical advice to mechanics; * Performs related tasks as required. | |  |  | | **EDUCATION, EXPERIENCE AND SKILLS:** | **Minimum Qualifications:**   * 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.   **Special Requirements:**   * 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.   **Skills:** Comprehensive knowledge of the principles and practices used in the operation, maintenance and repair of motor vehicles and equipment; comprehensive knowledge of the principles and practices of the management of a fleet; comprehensive knowledge of the principles and practices of automotive repair shop management; thorough knowledge of the characteristics and uses of management information systems; comprehensive knowledge of the hazards and safety precautions of large scale shop operations; ability to establish and maintain effective working relationships with City officials, employees and the general public; Ability to communicate well orally and in writing; knowledge of Microsoft Office programs and other office-oriented software; ability to direct and motivate the activities of employees. | |  |  | | **PHYSICAL CONDITIONS & WORK CONTACTS:** | 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.  This position is subject to emergency and stand by call. | |  |  | | Individuals required to register with Selective Service must show proof of registration as a condition of employment (pursuant to Section 2.2-2804, Code of Virginia.) The City requires pre-employment drug testing for all positions. Applicants selected for positions that require driving will be asked to provide a certified copy of their DMV driving record and must meet The Cityï¿½s driving eligibility requirements.  The City of Charlottesville is an Equal Opportunity Employer. Minority and disabled individuals are encouraged to apply. The City of Charlottesville will make reasonable accommodations for persons with disabilities.  You will be asked to provide proof of identity and eligibility for work in the U.S. in accordance with the Immigration Reform and Control Act. | | | | |  |  | | --- | --- | | APPLICATIONS MAY BE FILED ONLINE AT: <http://www.charlottesville.org/jobs>   For more information, please contact:  City of Charlottesville  Department of Human Resources  P. O. Box 911  605 East Main Street  Charlottesville, VA 22902 (434) 970-3490 [hr@charlottesville.org](mailto:hr@charlottesville.org)   An Equal Opportunity Employer | Job #171000020  FLEET MANAGER | |  |  | | --- | | **Fleet Manager Supplemental Questionnaire** |  |  |  |  | | --- | --- | --- | |  | | | | \* | 1. | What is your highest level of education? | |  | | Checkbox Less than high school diploma Checkbox High School Graduate, GED, or equivalent Checkbox Trade School certificate or Associate's Degree Checkbox Bachelor's degree or higher | | \* | 2. | Please indicate how much professional experience you possess in fleet management. | |  | | Checkbox No experience Checkbox Less than two years Checkbox Two to less than five years Checkbox Five to less than seven years Checkbox Seven years or greater | | \* | 3. | Do you currently possess a Certified Public Fleet Professional (CPFP) certification? | |  | | Checkbox Yes Checkbox No | | \* | 4. | This position requires driving to perform essential job duties and requires a valid driver's license. The candidate selected for this position must meet the driver eligibility requirements of the City and must provide a certified copy of their DMV driving record.  Do you possess a valid driver's license and are you willing to provide a certified copy of your DMV driving record, if selected as a finalist, for the City to confirm your driving eligibility? | |  | | Yes; I possess a valid driver's license and am willing to provide a certified copy of my DMV driving record. Checkbox No; However, I am willing and able to obtain a valid driver's license and am willing to provide a certified copy of my DMV driving record. Checkbox No; I do not have a valid driver's license, nor am I willing or able to obtain one, and/or am not willing to provide a certified copy of my DMV driving record. | | \* | 5. | To be considered, **qualifying education and experience, including City of Charlottesville employment, must be clearly documented in the education and work history sections of the employment application.** Resumes can be attached but are not a substitute for the required information on the application.  I understand that an attached resume will not be accepted in place of a completed employment application and that my qualifications must be stated on the employment application itself. | |  | | YesYes    NoNo | |  | | | | \* | 6. | I certify that the information above is true and correct, and I certify that it can be verified with reference to the information in my basic application. I understand that my application may be rejected if the responses to supplemental questions do not match my basic application. | |  | | YesYes    NoNo | |  | | | | \* Required Question | | | |