



SACRAMENTO METROPOLITAN FIRE DISTRICT

Human Resources Division
10545 Armstrong Ave, Suite 200
Mather, CA 95655

<http://www.metrofire.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Assistant Fleet Manager**

An Equal Opportunity Employer

SALARY

\$40.73 - \$49.45 Hourly \$7,060.71 - \$8,571.03 Monthly \$84,728.52 - \$102,852.36
Annually

OPENING DATE: 06/06/17

CLOSING DATE: 06/27/17

THE POSITION

Under general supervision, assign and supervise the work of subordinates in the service, maintenance, and repair of heavy, medium and light duty trucks, fire trucks, ambulances, pickups, and sedans in a high volume shop environment; in the absence of the Fleet Manager, the Assistant Fleet Manager assumes the power and duties of the Fleet Manager; perform other duties as required.

EXAMPLES OF ESSENTIAL DUTIES

This job description is intended to convey information essential to understanding the scope of the position; it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

1. Review requests and report required work on automotive and fire equipment.
2. Inspect equipment to determine repair work needed; estimate cost and make decisions on work requiring extensive repair; make recommendations to repair or replace vehicles to the Fleet Manager.
3. Schedule mechanics and other service personnel, either directly or through subordinate supervisors, to perform repair and maintenance work according to the requirements of each job.
4. Discuss work to be done and offer technical guidance to staff as required.
5. Examine and approve completed jobs.
6. Trouble shooting and diagnosis of mechanical failures.
8. Review, evaluate, coordinate and instruct mechanics and other personnel.
9. Make recommendations in budget preparation for the acquisition of equipment and the use of personnel resources.
10. Manages the outsourcing of work to vendors. Verify the accuracy and approve payment

of vendor invoices. Ensure that dealers/vendors meet obligations of warranty agreements. Resolve conflicts with vendors, and report vendor performance to the Fleet Manager.

11. Schedule and review mandated vehicle maintenance requirements for fire equipment as required by the State of California Vehicle Code.

12. Ensure that staff receives proper training in the use, storage, and disposal of flammable liquids and hazardous waste materials according to local, state, and federal laws.

13. Other duties as assigned which may include the expenditure of funds pursuant to the District's purchasing/procurement policy.

TYPICAL QUALIFICATIONS

Offers of employment are contingent upon successful completion of a background check and a physical to include a drug screen.

The education or experience requirements may be modified or waived at the sole discretion of the Fire Chief. At least one of the education or experience requirements must be met; both requirements cannot be modified or waived. The Sacramento Metro Fire District Board of Directors shall be notified of any such modifications or waivers.

Age

Must be at least eighteen (18) years of age.

Education and Experience

Education must be obtained through a post secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education.

Required:

1. Associate's Degree from an accredited college or university. An Associate's degree in Business, Automotive Technology, or other closely related field is highly desirable.
2. Four (4) years of technical experience that can be related to the knowledge and ability requirements listed below.

Desirable:

1. Course work in budget and human resources management is desirable.
2. Bilingual ability.
3. California Fire Mechanic or Emergency Vehicle Technician, Level II certification or greater.
4. Certificate of satisfactory completion or graduation from an ASE accredited Technical Institute in the field of vehicle maintenance.
5. California Commercial Driver's License, Class B or A

Knowledge of:

1. Techniques and methods of overhauling and repairing automotive and heavy equipment and

related components including engines, fuel injection systems, electrical systems and transmissions.

2. Theory, care and operation of gasoline and diesel internal combustion engines and mechanical components for the maintenance and repair of automobiles and heavy equipment.
3. Methods, materials, tools and equipment of the mechanical occupation and their use in vehicle maintenance and repairs.
4. Technological development, improvement, and trends in vehicle equipment and fuels.
5. Federal, State, and local regulations relating to vehicles and related areas.
6. Environmental regulations and programs relating to vehicles and maintenance facilities.
7. Procurement and financial practices, procedures, and techniques used to purchase and maintain a wide variety of fleet equipment.
8. Principles and methods used in a program of preventive maintenance.
9. Principles, methods, and practices pertaining to the operation, organization and staffing of a large and high volume vehicle maintenance repair and garage facility.
10. Inventory methods and procedures.
11. Safe work methods and safety practices pertaining to shop safety.
12. Maintenance and repair record keeping, and records retention.
13. Supervision and training principles and practices.

Ability to:

1. Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public.
2. Plan, direct, and organize the activities of staff.
3. Research and prepare technical specifications for vehicles and equipment.
4. Demonstrate appropriate mechanical and operations skills.
5. Diagnose equipment failures and ensure corrective measures are taken.
6. Analyze data and prepare reports with recommendations on a wide variety of vehicles and equipment.
7. Diagnose and locate mechanical defects and verify repair cost estimates.
8. Supervise, train, and evaluate employees and perform all employee relation duties relative to subordinates.
9. Coordinate training programs in new repair techniques, products, and equipment.
10. Read, understand and interpret written directives with regard to factory letters and bulletins, automotive manuals and memorandums, and District policies and practices.
11. Prepare and maintain records and reports such as time, vehicle, preventive maintenance, repair orders, field repairs, tow service, sublets, and warranties. Become proficient in generating and performing input of information on District automated systems.
12. Communicate clearly and diplomatically in writing and verbally with District personnel, vendors, subordinates and line officers.

SUPPLEMENTAL INFORMATION

PHYSICAL REQUIREMENTS:

Maintain physical ability and stamina to meet position tasks and responsibilities. Physical abilities must be commensurate with the essential functions of the position.

No person shall pose a threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

LICENSE:

Possession of and ability to maintain a current valid California Driver's License, Class C, is a condition of employment.