

**POSITION DESCRIPTION  
CITY OF NOBLESVILLE, INDIANA**

**POSITION:** Fleet Manager  
**DEPARTMENT:** Street  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** LTC (Labors, Trades, Crafts)

**DATE WRITTEN:** March 2007                      **STATUS:** Full-time  
**DATE REVISED:** March 2021                   **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Fleet Manager for the Street Department, responsible for maintaining and repairing department equipment and vehicles.

**ESSENTIAL JOB FUNCTIONS:**

Directs and supervises shop personnel in planning, making, and scheduling work assignments for equipment repairs. Provides orientation of equipment, coordinating training, and corrective instruction. Reports daily work schedule to department administrative staff.

Maintains detailed records of maintenance/repair activity, including work description, parts and cost.

Maintains a preventive maintenance program. Assists Chief Operators in the scheduling of equipment maintenance.

Performs adjustments, preventive maintenance and repairs on department equipment, tools and vehicles, such as oil and filter changes, tune-ups and brake jobs. Performs field repair on vehicles as needed.

Operates equipment and vehicles to analyze malfunctions in the garage and at work sites as needed, including observing, listening, and identifying problems source and solution.

Removes and rebuilds/repairs various parts as needed, including engines, transmissions, rear ends, brakes, lights, and hydraulics. Performs various mechanical trades in repairing parts, including welding, brazing, torch cutting, wiring, and machining.

Installs added features on new vehicles and equipment, such as hitches, plow frames, and underbody mounting.

Maintains clean and orderly work areas, including sweeping, removing trash and debris, and returning tools to proper storage locations.

Maintains appropriate parts inventory to maintain fleet. Orders and picks up parts as needed.

Schedules repairs with outside vendors. Communicates with vendors regarding equipment repair

billing issues.

Serves on 24-hour call for emergency response due to snow, storms, or other public safety concerns.

Removes unsafe equipment from use utilizing an approved lock-out, tag-out program.

**NON-ESSENTIAL JOB FUNCTIONS:**

Periodically performs duties of coordinator between various City departments for scheduled vehicle maintenance.

Periodically attends job-related training.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGES:**

Associate's degree in the mechanical field or a minimum three years related experience in automotive or truck mechanics and Automotive Service Excellence certified.

Ability to direct and supervise assigned personnel in planning, making, and scheduling work assignments. Ability and knowledge to provide orientation of equipment, coordinating training, and corrective instruction.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and the ability to apply these regulations/standards to employment with Noblesville Street Department.

Working knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to properly operate a variety of tools, equipment and vehicles, such as hammers, screw drivers, wrenches, drills, power saws, drill press, post hole digger, air compressor, grinder, cutting torch, welding equipment, tap/die sets, shovels, rakes, broom, sander, air tools, hedge trimmer, pruner, backhoe, dump/pickup/fork trucks, snow plow, front-end loader, paver, bush hog, gradall, grader, compaction roller, riding and push mowers, tractor and jack hammer.

Working knowledge of and ability to perform various mechanical trades, including welding, torch cutting, brazing and wiring.

Ability to physically and safely perform assigned duties, which may involve standing on concrete for long periods, working in cramped/awkward positions for long periods, hearing mechanical sounds, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, crouching/kneeling, bending, reaching, and handling/grasping objects.

Ability to work on several tasks at the same time, complete assignments effectively amidst frequent distractions and interruptions, and remain organized.

Ability to read and interpret detailed prints, sketches, specifications, technical manuals, instruments, gauges and dials.

Working knowledge of City Works software and Microsoft Office Programs, such as Word, Excel, and Outlook.

Working knowledge of Standard English grammar, spelling and punctuation, ability to prepare reports and correspondence, type efficiently and accurately, and ability to perform simple arithmetic calculations.

Ability to understand and carryout written and oral instructions.

Ability to work alone and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate with co-workers and parts vendors, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended evening and/or weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight.

Working knowledge of universal health precautions and City's Blood borne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to department emergency situations.

Possession of at least a valid Indiana Class A Commercial Driver's License with airbrake endorsement and trailer endorsement and a demonstrated safe driving record. Must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

## **II. RESPONSIBILITY:**

Incumbent applies standardized practices to individual situations, with departures from guidelines and instructions discussed with supervisor. Incumbent receives advisory direction from supervisor and commissioners, with work reviewed primarily for effect on goals and objectives. Incumbent's duties require moderate care and skill to protect tools and equipment, and prevent injury to self and others. To perform this job successfully and individual must be able to perform each essential duty satisfactory and must maintain regular attendance.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent communicates frequently with co-workers, others department personnel, vendors, commissioners, and the public for purposes of exchanging information, interpreting/explaining regulations, policies and procedures, resolving safety compliance problems.

Incumbent reports directly to the Assistant Street Commissioner.

#### **IV. PHYSICAL EFFORT:**

Incumbent's duties may involve continuous physical exertion, such as driving/sitting for long periods, standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing no more than 50 pounds, close/far vision, shoveling, raking, pushing/pulling objects, reaching, bending, handling/grasping/fingering objects. Prolonged intense physical strain is not associated with normal duties.

#### **V. WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a garage and periodically outdoors, and is frequently exposed to hazards normally associated with auto maintenance and repair, such as heavy equipment, moving parts, noise, dust, grease, fumes, fuels, cleaning chemicals, blood borne pathogens and working on ladders and on top of equipment. Incumbent periodically performs duties outdoors and is occasionally exposed to extreme temperatures, inclement weather, and traffic. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent must adhere to and enforce safety and environmental regulations at all times. Incumbent must wear City furnished uniforms and safety equipment including safety shoes.

Incumbent occasionally works extended, evening and/or weekend hours and occasionally travels out of town for training, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

***This position is identified as having occupational exposure to blood or other potentially infectious materials.***