

Job Description: Fleet Manager

Position Summary

The Fleet Manager is responsible for the comprehensive oversight of the city's vehicles, equipment, and related assets. This role ensures accurate asset tracking, effective parts and inventory control, regulatory compliance, vendor coordination, and operational support for all departments that rely on fleet resources. The Fleet Manager maintains detailed records, supports budgeting and lifecycle planning, and ensures the availability and reliability of fleet assets.

Essential Duties and Responsibilities

Fleet and Asset Tracking

- Maintain a centralized and accurate database of all vehicles, equipment, and city assets, including asset IDs, VINs, serial numbers, acquisition details, warranties, and lifecycle status.
- Implement and manage asset identification systems such as barcoding or other approved non-RFID methods.
- Track utilization metrics including mileage, engine hours, and operational status.
- Monitor asset condition and provide data-driven recommendations for replacement planning and capital budgeting.
- Maintain documentation required for audits, regulatory reviews, and insurance claims.
- Gather information from the departments to list and liquidate unwanted / surplus assets by approved methods.

Parts and Inventory Control

- Oversee procurement, storage, and tracking of parts, fluids, tools, and consumables used for fleet and equipment repairs.
- Maintain accurate inventory levels to support ongoing operations while minimizing excess stock.
- Use digital inventory systems and barcoding to track parts usage, reorder points, and stock movement.
- Conduct regular cycle counts and annual physical inventory.
- Manage vendor relationships, negotiate pricing, and ensure timely delivery of parts and supplies.
- Maintain records of parts usage tied to specific vehicles or equipment for cost-tracking and reporting.

Documentation and Reporting

- Maintain complete and auditable records of parts usage, fuel consumption, asset lifecycle costs, and fleet activity.
- Prepare monthly and annual fleet performance reports for leadership.
- Track and report key performance indicators such as downtime, cost per mile/hour, and inventory accuracy.
- Support compliance with city, state, and federal reporting requirements.

Budget and Cost Management

- Assist in developing the fleet operations budget, including fuel, replacement planning, and inventory needs.
- Monitor expenditures and identify cost-saving opportunities related to parts, fuel, and asset utilization.
- Provide lifecycle cost analysis to support repair-versus-replace decisions.

Technician and Vendor Coordination

- Coordinate with internal technicians and external vendors to ensure timely service and repairs.
- Prioritize work orders and ensure parts availability for scheduled and unscheduled repairs.
- Manage vendor contracts for outsourced repairs, towing, parts supply, and specialty services.
- Review and approve vendor invoices and verify accuracy of billed services and materials.

Safety, Compliance, and Risk Management

- Ensure all vehicles and equipment meet applicable safety and regulatory standards.
- Oversee emissions testing, licensing, registrations, and inspections.
- Maintain accident and incident records and coordinate repairs and insurance claims.
- Support safety training and enforce compliance with fleet policies and procedures.

Operational Support

- Support city departments by ensuring vehicles and equipment are available, reliable, and properly assigned.
 - Coordinate vehicle assignments, pool vehicle scheduling, and equipment deployment.
 - Assist with emergency response readiness and provide after-hours fleet support when required.
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Qualifications

Education and Experience

- High school diploma or equivalent required; associate or bachelor's degree in business administration, logistics, public administration, or a related field preferred.
- Experience in fleet management, asset management, inventory control, or related operations.
- Experience working in municipal, public works, or utility environments is preferred.

Knowledge, Skills, and Abilities

- Strong understanding of fleet operations, asset tracking, and inventory systems.
- Proficiency with fleet management software and digital inventory tools.
- Ability to analyze data, prepare reports, and support budgeting processes.
- Strong organizational and record-keeping skills with attention to detail.
- Effective communication and vendor-management skills.
- Ability to work independently, prioritize tasks, and manage multiple responsibilities.
- Knowledge of safety regulations and compliance requirements related to fleet operations.

Licenses and Certifications

- Valid driver's license required.
 - Certifications in fleet management, asset management, or inventory control are desirable.
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Working Conditions

- Work is performed in a combination of office, shop, and field environments.
 - May require lifting of parts or equipment up to standard safety limits.
 - Occasional after-hours or emergency response support may be required.
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