

**VILLAGE OF WHEELING  
JOB DESCRIPTION**

**POSITION:** Fleet Services Manager

**FLSA:** Exempt

**DEPARTMENT:** Public Works

**DIVISION:** Fleet Services

**DATE APPROVED:** May 1995  
Last Revised December 2020

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**JOB SUMMARY:**

Plans, assigns, directs, and oversees all activities relating to Village vehicles and equipment. The position may be required to provide hands on maintenance and repair assistance as necessary. The work requires exercise of considerable professional judgment and initiative within the framework of established regulations and policies.

**SUPERVISION RECEIVED / EXERCISED:**

Receives general supervision and direction from the Director and Assistant Director. Directly supervises Mechanics and any assigned staff in the Fleet Services Division (the "Division).

**DUTIES AND RESPONSIBILITIES:**

*Essential duties and responsibilities include, but are not limited to, the following:*

1. Supervises, trains, assigns, coordinates, and assists employees within the Division on the proper maintenance and repair of municipally owned vehicles and other related equipment.
2. Schedules, and monitors work activities to ensure quality, efficiency and safety.
3. Arranges for the review and diagnosis of a variety of mechanical concerns or defects in all components of automotive and other related equipment and prescribes necessary repairs.
4. Prepares specifications for the purchase of various vehicles and equipment; reviews and evaluates bids or proposals; prepares recommendations; makes purchases, and oversees purchase contracts once approved by the Village Manager or Village Board.
5. Prepares and administers the Division budget and monitors expenses in addition to maintaining vehicle maintenance and automotive petroleum expenditure accounts in all Village departments and divisions of departments.
6. Evaluates the performance of the Division employees, and recommends hiring and disciplinary action for assigned staff.

7. Reviews and approves the Division employees' time sheets and leave requests.
8. Manages and participates in the development and implementation of the Division goals, objectives, and policies.
9. Provides and/or arranges for the appropriate training for the benefit and development of the Division employees.
10. Responsible for keeping personally up to date on vehicles and equipment in the fleet industry, including regulatory compliances.
11. Observes and enforces all applicable federal (OSHA, ANSI), Illinois and Village safety, regulations, policies and procedures.
12. Administers the Capital Equipment Replacement Program (CERF), including but not limited to:
  - a. Identifying and recommending vehicles/equipment to the Director
  - b. Working with management to determine long-term vehicle/equipment needs
  - c. Researching targeted vehicles/equipment and vendors
  - d. Planning for the most appropriate ways for the new vehicles/equipment to be incorporated into the village fleet.
13. Compiles and maintains records as required for the Division and prepares certain reports, in addition to administering a computerized system or database for those records and reports.
14. Administers and/or modifies divisional rules, policies, programs and standard operating procedures.
15. Coordinates the sale of obsolete vehicles and equipment through in-person or online auction.
16. Obtains proper vehicle/equipment licensing and permits as well as ensuring that the appropriate safety inspections for same are completed.
17. Receives and investigates inquiries and complaints regarding vehicle/equipment performance and safety, and takes necessary corrective actions.
18. Manages the Village's fueling station and program, including fuel supply and purchases.
19. Oversees underground storage tanks (UST) at Village-owned facilities including environmental compliances.
20. Purchases needed parts for repairs or replacements for the Division and other village departments and divisions, and maintains an inventory of same.
21. Prepares written reports including memorandums and spreadsheets/worksheets.
22. Performs other related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Licenses and/or Certifications:**

1. Valid State of Illinois Class B Commercial Driver's License.
2. Possession of an Underground Storage Tank (UST) Operator (Class A, B C) license is desired, or if not, the ability to obtain within six (6) months of employment.

**Knowledge, Skills and Abilities:**

1. Ability to plan for and carry out work in accordance with general instructions and to make independent decisions concerning the utilization of manpower and resources.
2. Knowledge and understanding of vehicle and equipment repair and maintenance practices.
3. Ability to plan, organize, direct and evaluate the activities of employees.
4. Working knowledge of purchasing, contract management, bid procedures, and budgeting principles and practices.
5. Knowledge of federal, state and local regulations relating to and regarding fleet management and safety.
6. Ability to establish and maintain effective working relationships with all Public Works Department personnel, upper management, elected officials, vendors and the general public.
7. Ability to effectively communicate orally and in writing in an appropriate manner, depending upon the audience being addressed.
8. Ability to research independently, understand complex technical issues, provide recommendations, and create comprehensive reports.
9. Ability to develop, implement, and evaluate new and revised methods, procedures, and performance measurements.
10. Ability to work non-standard hours as necessary and to respond to emergency situations.
11. Working knowledge of information technology and essential software, including but not limited to: word processing, spreadsheet, and database applications.
12. Ability to operate various vehicles, equipment, and tools used in the Division in a safe manner.

**REQUIRED EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent, supplemented with a two (2) year college level degree, or vocational training in automotive technology; and
2. Three (3) to five (5) years of maintenance experience in specialized equipment and automotive repairs, including supervisory and administrative experience; or
3. Any combination of relevant education and experience deemed sufficient by the Village Manager or Director of Public Works that will provide for the successful performance of the minimum skills, knowledge, and abilities required of the position.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Exposure to all types of weather conditions, including extreme temperatures for prolonged periods or abrupt changes in weather or temperature; working at certain heights; high levels of noise and/or vibrations; fumes or odors from engines, equipment, and/or chemicals; chemical exposure; various traffic hazards, as well as wet, dirty, hot, humid, cold, or dusty conditions; possible rough and/or uneven outdoor terrain; slip hazards caused by wet and/or icy surfaces. Be able to lift or move objects up to 50 lbs., or occasionally, up to 100 lbs. with assistance. Ability to walk, stand, climb, bend, balance, stoop, kneel, crawl, sit, reach, etc. Common vision (close and distant, color, peripheral, depth perception and focus adjustment); hands to finger, handle, feel or operate objects or controls, etc. Must be able to work in awkward and/or confined spaces.

**APPROVED:**

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Employee Date

**APPROVED:**

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Director of Public Works Date

**APPROVED:**

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Director of Human Resources Date

**APPROVED:**

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Village Manager Date