



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Fleet Manager** is responsible for managing and maintaining Transit System fleet of vehicle to optimal functionality, performance and appearance according to all local, Maine Department of Transportation, Department of Motor Vehicles and Federal Transit Administration regulations and the WCAP Fleet Maintenance Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides oversight of Mid-Coast Connectors Fleet operations.
2. Manages preventive maintenance and repair program for fleet.
3. Manages Agency vehicle registrations and state inspections.
4. Performs in-house annual inspections of Agency vehicles, 6 months after state inspections.
5. Manages reporting program to Maine Department of Transportation, producing and submitting all required reports accurately and on time.
6. Maintains a comprehensive fleet asset management and maintenance system in accordance with the Federal Transit Administration Transit Asset Management plan.
7. Updates the agency Fleet Maintenance Plan as needed.
8. Participates in budget creation process related to fleet related costs and monitors expense proactively.
9. Analyzes vehicle repair data to make recommendations regarding the repair or replacement of vehicles; and provides recommendations regarding distribution, operation, inventorying and use of equipment.
10. Collaborates with Driver supervisor(s) and dispatch supervisor to ensure optimal fleet operation and fleet coverage.
11. Maintains relationships with repair and maintenance shops and monitors billing for accuracy and competitiveness.
12. Tracks service costs and proactively negotiates best possible values from vendors and repair shops.
13. Monitors/reviews Pre & Post Trip Inspection Forms for Agency vehicles.
14. Manages vehicle replacement program for both Agency owned and federally owned vehicles.
15. Trains drivers in vehicle maintenance and cleanliness requirements and safety procedures.
16. Participates with driver supervisor in road evaluations for all drivers, including volunteers.
17. Assembles/disperses/tracks safety related equipment for vehicles, such as fire extinguishers, First Aid kits, spill kits, and wheel stops.
18. Disperses Safety First educational literature to all drivers.
19. Participates in and provides wheelchair securement training for Agency drivers as needed.

Personnel Management

1. Manages personnel actions, hiring, supervising, and evaluation of assigned staff.
2. Manages personnel in accordance with applicable laws, rules, regulations and WCAP policies, protocols, practices and procedures.
3. Oversees appropriate training and/or professional staff development for direct reports.
4. Designs and implements staff training and technical assistance as needed.

Professional Development

Position Title:

Transit Systems Fleet Manager.

Department:

Transit Systems

Reports To:

Transit Systems Operations Manager

Supervises:

Fleet Operations Assistant

FLSA Status:

Non-Exempt

Salary Range:

7

Last Revised/Approved:

February 2023

1. Maintains a high level and working knowledge of current State and Federal regulations governing all aspects relevant to this position.
2. Participates in any required trainings, meetings and professional development activities.

Safety and Wellness

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must use hands to finger, handle or feel; frequently stand, walk, sit and talk or hear, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. Regularly required to carry up to 10 pounds, and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. This position requires the ability to pass a physical examination.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both a business office setting and vehicle maintenance garage. Noise level ranges from quiet to loud. Assigned work may require travel within the local or neighboring communities. This position is a full-time hourly position that requires a flexible schedule. Evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval. Participates in the On-Call Phone Rotation schedule.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Adequate transportation and ability to meet and maintain WCAP's minimum insurance requirements.
- Ability to meet WCAP background clearance requirements.
- Ability to pass pre-employment and on-going random drug-alcohol testing.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- Must be able to maintain data in and report from fleet inventory and maintenance software.
- Proficient skills in Microsoft Word, Excel, Access and Outlook.
- Three (3) to five (5) years of prior related experience required. - -
- Must have excellent verbal and written communication skills.
- Must be familiar with Region 5 service area.
- Strong communication / training skills.
- Must be flexible.
- Prior agency driving experience a plus.
- Must be Familiar with State and Federal regulations.

Education Requirements:

The following education requirements are considered essential:

- Associate degree required or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date