

# 5 HJW a Ybh<

Responsible for maintaining a schedule of routine preventive maintenance of Public Works vehicles and equipment (PW fleet).

Perform routine inspections of all PW fleet and complete the related Preventative Maintenance Checklists.

Expected to perform basic routine maintenance and minor repairs on vehicles and equipment such as, but not limited to, oil changes, tire rotations, tire pressures, air filters, fluid levels, lubricating, cleaning, etc. Any vehicles or equipment that are above the expected level of skill for this position must be sourced out to a shop at a competitive labor rate.

Maintain record of all services done to PW fleet and associated costs using asset management software.

Coordinate the maintenance and repairs of PW fleet to be done by PW Dept or if determined an outside resource is needed. Ensure the quality of all maintenance and repairs.

Maintain inventory of materials and supplies.

Ensures shop safety and performs related routine inspections including, but not limited to, eye washes, mechanics hoist, air compressor, and crane truck that require inspections or a monthly check (initial and tag) monthly. If this work is required to be outsourced, this position would coordinate that effort.

Assists in the preparation of annual operating and capital improvement budgets. Provide information and recommendations to the Public Works Superintendent to determine and plan purchases of vehicles, equipment, materials, and supplies.

This position's job responsibility is secondary to the job expectations of the Public Works Maintenance Worker. Plan fleet maintenance work outside of priority Public Works tasks when staffing is needed. Coordinate fleet maintenance work schedule with the Public Works Superintendent.

The additional rate of \$x.xx/hr. will be applied to the base rate of the employee but only towards regular hours. This position is not intended to require overtime to complete any necessary tasks.

This position will be open to applications from PW Maintenance Worker staff and chosen through an interview process to ensure the applicant has proper qualifications and experience.

The Fleet Manager's duties are additional to current duties as PW Maintenance Worker

This position will be overseen/supervised by the PW Superintendent

This position will be reevaluated annually to determine if the employee will continue duties for another 1-year term.