



MOTOR POOL FLEET AND PARKS MANAGER

DEFINITION: Under administrative supervision, to plan, organize and direct the operation of the County Motor Pool Fleet and Parks and Campgrounds ensuring the operations are financially sound and the customer base is satisfied; to perform both routine and skilled work in the maintenance and operations of the County Parks and Campgrounds; and to function as a positive and cooperative team member and team leader.

DISTINGUISHING CHARACTERISTICS: This is a non-exempt single position classification, with overall responsibility for the operation of the County's Motor Pool and Parks Divisions. An employee allocated to this job class provides first line supervision of clerical and specialized technical staff as well as managing the day-to-day operations of all support services within designated divisions and related facilities/services. An incumbent in this job class must possess excellent organizational and communications skills as well as the ability to supervise staff in an effective and productive manner. An incumbent in this job class must also possess a broad base of in-depth knowledge of all functions and activities necessary to provide the services required of the assigned divisions and their operations.

LEVEL OF RESPONSIBILITY AND SCOPE: Receives administrative supervision from the Assistant/Deputy County Administrator. Exercises direct supervision to assigned clerical, specialized, and technical staff.

ESSENTIAL DUTIES – **Duties may include, but are not limited to, the following:**
Assists in the planning and implementation of long-range plans and development for both the County Motor Pool fleet and the Parks and Campgrounds Division; plans, monitors, and approves divisional purchases; identifies needs of the County and public and writes proposals and recommends methods to meet these needs.

Inspects parks and campgrounds properties, facilities and equipment; identifies needed maintenance, repairs, and construction; supervises and participates in the proper completion of logs and documentation for the parks and campgrounds operations.

Organizes and directs overall operations of parks and campgrounds facilities; directs the daily operations of the parks and campgrounds in a customer friendly manner; develops and reviews parks and campgrounds policies and safety procedures for operations; takes corrective action to improve procedures as necessary.

Identifies and develops new and/or modified services that would promote and enhance

the mission, goals, and objectives of the Parks and Campgrounds and Motor Pool Divisions; initiates, oversees, and participates in the necessary research and analysis to justify the appropriateness of implementing the proposed service and/or facility.

Assists in preparing and administering the fiscal budget for operation of the Motor Pool Fleet and Parks and Campgrounds; participates in the forecast of additional funds needed for staffing, equipment, materials; supplies monitors and manages expenditures and ensures compliance to budget.

Represents both divisions at County meetings; serves as liaison to the County, the public and other agencies; coordinates with the Assistant/Deputy County Administrator the establishment of priorities for each division.

Plans, directs, assigns, prioritizes, and evaluates the work of assigned personnel; provides leadership; sets priorities; supervises and evaluates performance and work of employees; participates in the hiring, training, evaluating, promoting and disciplining of employees.

Plans, implements, and supervises a variety of maintenance and repair functions performed for Motor Pool Fleet and Parks and Campground buildings and facilities; improves building cosmetic appearance; may operate backhoes, loaders and other vehicles in maintenance and construction activities.

Monitors the usage and maintenance of the County Motor Pool Fleet; forecasts needs for additional vehicles and determines specifications; solicits and reviews bids for fleet purchases.

Supervises and participates in scheduling the use of fleet vehicles; monitors and schedules vehicle inspections and tune-ups of fleet vehicles; ensures safe operations of fleet vehicles; evaluates fleet vehicles inspection and repair records to determine replacement needs.

Directs the investigation and resolution of complaints/concerns related to designated responsibility areas and activities; identifies and initiates solutions to major issues involving policy, service delivery, and organizational changes and directions.

Attends meetings, seminars and training classes.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training - Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience: At least four (4) years of progressively responsible experience directly related to the development of the skills and knowledge listed below, including one year at a supervisory level.

Training: Equivalent to graduation from high school supplemented with supervisory training coursework or experience.

Knowledge of:

Standard and accepted principles and practices of park planning and development, including environmental and land development processes.

Standard and accepted principles and practices of leadership, motivation, team building and conflict resolution.

Standard and accepted principles and practices of operation, maintenance and repair of automotive equipment.

Standard and accepted principles and practices of fleet management.

Pertinent local, state and federal guidelines, regulations and laws.

Principles and practices of policy development.

Standard and accepted principles and practices of supervision, training and performance evaluation.

Standard and accepted office methods, equipment and procedures including basic word processing and spread sheet software applications

Standard and accepted methods of accounting and fiscal record keeping.

Basic mathematic skills.

Standard and accepted principles and practices of electrical systems and irrigation systems.

Safe work practices

Skill to:

Organize and direct the Parks and Campgrounds operations and Motor Pool Fleet operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know and interpret laws, regulations and codes; perform complex construction, maintenance or grounds keeping activities observe performance and evaluate staff;

problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

Successfully apply for and administer grant applications.

Develop and manage requests for proposals processes, and resulting agreements.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Utilize technology when appropriate to improve fleet management and parks and campground operations.

Gain cooperation through discussion and persuasion.

Employ creativity and out-of-the-box thinking to reduce costs, increase revenues and improve operations and services.

Interpret and apply County and divisional policies, procedures, rules and regulations.

Prepare and administer a budget in conjunction with Assistant/Deputy County Administrator.

Supervise, train and evaluate personnel in an effective and positive manner.

Communicate clearly and concisely, both orally and in writing.

Prioritize assigned work effectively for self and others for successful job performance.

Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Ability to obtain a Qualified Applicator Certification through the State Department of Pesticide Regulations within one year of and maintain for the duration of employment.

Typical Physical Requirements: While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, computer keyboard, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with citizens, general public, victims, suspects, witnesses, supervisors, and fellow employees on a continuous basis. Employee is regularly required to lift and/or carry and/or move objects weighing up to 25 to 35 pounds. The employee must also sit at desk or in meetings for long periods of time; intermittently, walk, stand and bend while going to/from other offices and taking files to/from meetings; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation.

Typical Working Conditions:

Assigned work is performed in both an office and outdoor environment. Incumbent will have continuous contact with County staff, management, state and federal agency representatives, general public and outside organizations/agencies. Incumbents will be, at times, exposed to a wide variety of climate and weather conditions while conducting inspections and maintenance of parks and campgrounds.