Saint Michael's College
Job Description

Job Title: Manager of Fleet Services

Department: Facilities, Transportation

Supervisor or Manager: Associate Director of Grounds and Special Services

Date Created: 12/12/05  Last Revised: 12/12/05  FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- The day-to-day servicing, business operation, and administration of the College motor vehicle pool is coordinated and managed for quality controls
- Cost-efficient operations, excellent customer service and compliance with all federal, state, and College laws, regulations, and policies are ensured
- A variety of routine to complex maintenance and repairs on College automobiles, trucks, and/or related heavy mechanical equipment is performed

Essential Duties and Responsibilities:
- Establishes procedures/guidelines for the mechanical maintenance, repair and operation of all equipment within the fleet
- Monitors cost reports to insure adherence to budgets and manages budget of fleet service
- Maintains rental car fleet schedule as well as various databases for information regarding vehicle data, inventory, billing, work orders, estimates and repairs; prepares reports requested by supervisor
- Keeps proper inventory of supplies and equipment for automotive maintenance and repair
- Sets up accounts with various vendors to include, but not limited to, auto dealers, auto parts supply stores, auto glass shops, auto repair shops and other hardware and equipment vendors
- Performs preventative maintenance and repair on all campus vehicles, pool cars and vans and other maintenance equipment including: tractors, backhoes, trucks, forklifts
- Diagnoses/repairs complex diesel/gas engines, engine ignitions, fuel systems and engine emission control systems
- Performs complex diagnoses and repair of various types of suspension, steering, power assist and alignment systems, brake systems, to include hydraulic systems, disc and drum brake applications and anti-lock brake systems operation
- Handles complex general electrical and electronic system diagnosis and repair, to include starting and charging systems, electrical wiring systems, gauges and warning systems, and accessory systems
- Diagnoses and repairs ventilation systems, heat and air conditioning systems
- Schedules and prioritizes work orders as appropriate; maintains records of work performed
- Performs state inspections in accordance with Department of Motor vehicles regulations
- Assists and instructs Mechanic/Groundskeepers with problematic assignments
- Reads and interprets manuals and complex test equipment in making repairs
- Records part numbers, job time, hours/miles of vehicle, and repair work performed
- Uses ands maintains equipment and supplies carefully; promotes continuous improvement of workplace safety and environmental practices
- Keeps all College vehicles in excellent running condition, appearance and road-ready at all times

Secondary Responsibilities:
- Prepares specifications for all new equipment for the fleet and solicits bids
- Recommends the maintenance, repair and replacement of approximately 50 pieces of automotive equipment
- Draws frequent price comparisons between vendors to ensure the College is receiving the best pricing
- Conducts periodic studies on a number of issues including fleet safety and reliability, costs of leasing versus owning
- Assists the Grounds crew with emergency snow removal
Positions Supervised:
- None

Position’s Major Contacts:
- President’s office
- Vice Presidents and department heads
- Faculty and staff
- Purchasing office
- Student Financial Services office
- Auto dealership management and service/parts departments
- Auto parts supply store management and sales
- Various hardware and equipment company sales
- Various auto repair shops to set up and schedule sublet repair work

Demonstrates Excellence in this Position:
- Exhibits extensive knowledge of internal combustion engines, hydraulics, gear boxes, electronics theory, automotive computer systems and automotive emission systems related to the maintenance, repair of the College fleet
- Keeps a well-organized inventory of spare parts; the demonstrated ability to keep that inventory at appropriate levels to maximize fleet uptime while keeping costs within budget
- Schedules maintenance and plans regular repairs so that the fleet works optimally and vehicle “down time” is kept to a minimum
- Documents all projects thoroughly and works with an orientation toward continuous improvement in all aspects of the department’s operation
- Possesses a good working knowledge of budget management to include tracking cost trends and financial forecasting
- Maintains an excellent safety record for all projects
- Uses strong problem solving and excellent communication skills to approach all challenges that face this position

Education and Work Experience Required:
- High school diploma plus some post-secondary education, work experience, or specialized training
- Four to six years of auto mechanics, or a combination of education and experience
- Budget and purchasing experience desired

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills Required:
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills Required:

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Work order system (intermediate)
Vehicle diagnostic equipment (highly proficient)
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**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College *Vehicle Use Policy*
- Commercial Driver’s License
- Vermont Inspection Mechanic certification

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Manager of Fleet Services, the employee may be required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Must have own tools
- Some overtime may be required, including calls for emergency repairs
- Must be able to tolerate exposure to noise, vehicles in operation, petroleum products and paint odors
- Ability to work in a shop environment and may be occasionally required to work outside
- May come in contact with asbestos associated with vehicle systems

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.