## FLEET SERVICE MANAGER

| WORK DAYS: | 5 DAYS/WEEK | REGULAR FULL TIME: | ✓ | GRADE/STEP: | BQ66A |
| WORK HOURS: | 8:00 - 5:00 | PART TIME: | ✓ | NO. OF HRS./WK.: | 40 | $ 53,431.92 | PER ANNUM |
| SENSITIVE | ✓ | SEASONAL: | | DURATION: | | $ 25.59 | PER HOUR |
| NON-SENSITIVE | | TEMPORARY: | | | | |

### DUTIES AND RESPONSIBILITIES:
Supervises and oversees Fleet Management operations and facilities; participates in developing of department goals and objectives, planning; prepares and administers budget, recruits, interviews and recommends applicants for employment, conducts performance appraisals; develops and implements vehicle maintenance schedules; review and assigns work orders and determines work requirements and priorities; evaluates work progress; maintains quality assurance on work performed; provides and ensures safety regulations and procedures. Reviews requisitions, vouchers, statement and related documents; manages parts inventories and ordering; responsible for computerized data and fleet management system functions and development; provides advice and assistance in the more advance and complex aspects of automotive repairs, oversees labor repairs, recalls, warranty claims and related paperwork; evaluates and determines repair or replacement of vehicle maintenance equipment; maintains records, materials supplies and equipment. Provides in-service training on preventive maintenance, motor vehicle operations, maintenance and repair of computer controlled system, i.e., automated fuel dispensing, computerized engine diagnostic, etc.; provides training concerning vehicle operation, maintenance and technical support; prepares required reports.

### QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

#### Minimum Qualifications:
An Associate's of Applied Science degree in Automotive Technology or related field; and five (5) years full time, senior level fleet vehicle maintenance and repair experience, two (2) years experience in supervision.

#### Special Requirements:
Knowledge of computer hardware, software and peripherals in tracking vehicle maintenance, inventory, budget; occupational safety and health polices and procedures, knowledge of equipment and tools used in repairs, machinery, equipment replacement. Must possess a valid state driver's license. Knowledge of Underground Storage Tank and UST veeder root for fueling system.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

### Special Knowledge, Skills and Abilities:

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**