



# Division Manager – Fleet Services

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 729  
Supervisory: Supervisor  
Reports to: Associate Director – Public Works

### Summary

Under general guidance and direction of the Associate Director – Public Works, supervises, plans, coordinates, and directs the activities of the Fleet Services Division of Public Works.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the personnel and activities of the Division.
2. Make staffing decisions within the Division including hiring, training, performance evaluation, scheduling of workloads and job assignments, professional development, safety awareness, and retention of assigned personnel.
3. Compile, review, and maintain reports, daily work records, timecards, payroll information, work specifications, work schedules, and appropriate personnel documentation within the Division.
4. Supervise and coordinate Division involvement with other County Departments, Divisions, volunteer groups, private partners, and outside agencies.
5. Assist with preparation of the Division budget; monitor and approve Division purchase orders and expenditures for equipment, tools, and supplies; coordinate County-wide Fleet specifications and purchasing for all vehicles and equipment; ensure bid procedures comply with county guidelines.
6. Assist with determining lease and rental costs for vehicles and equipment.
7. Schedule vehicle and equipment usage, inspection, maintenance, and repairs; determine replacement needs.
8. Supervise the operation of fueling stations in compliance with established regulations.
9. Ensure accurate billing of labor and material costs for maintenance activities for county departments and outside agencies.
10. Prepare reports related to vehicle inspections, emissions testing, and State and EPA regulations regarding fuel stations, underground tanks, and the annual vehicle audit.
11. Ensure safe operation of the maintenance shop and compliance with Federal, State and County laws, rules, regulations, and codes.

### For Office Use Only

Job Code: 2095  
Job Title: Division Manager – Fleet Services  
FLSA: Exempt  
Effective Date: 1/28/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: Yes  
ML: Division Director

12. Document damage to vehicles and equipment resulting from traffic accidents and other incidents; prepare reports for the Accident Review Board and for related insurance claims.
13. Coordinate and facilitate the handling of surplus items; maintain documentation of operating costs upon sale of vehicles and equipment.
14. Respond to emergency situations, as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of principles, practices, materials, vehicles, and equipment used in facility operations, maintenance, and management
- Knowledge of cost accounting methods and procedures
- Knowledge of current mechanical applications related to automotive maintenance
- Skilled in supervisory techniques
- Skilled in reading, writing, and math
- Skilled in determining specifications and preparing bids
- Skilled in interpersonal communication
- Skilled in analytical problem solving
- Skilled in word processing, basic computer operation, and document composition
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to effectively supervise, motivate, and guide others
- Ability to communicate effectively verbally and in writing
- Ability to resolve conflicts and complaints
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a partially environmentally controlled building. Work is occasionally performed for sustained periods outdoors in all weather conditions. While performing the duties of this job, the employee is exposed to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. There is a risk of possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This job requires the use of protective devices such as masks, goggles, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually very noisy. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **For Office Use Only**

Job Code: 2095  
Job Title: Division Manager – Fleet Services  
FLSA: Exempt  
Effective Date: 1/28/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: Yes  
ML: Division Director

### **Physical Demands**

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, and ability to adjust focus. The employee is required to type, file, and lift supplies or equipment up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in a field related to automotive mechanics, including course work in diesel mechanics.
2. Six (6) years of automotive maintenance work experience, of which three (3) years are in a supervisory capacity.
3. Equivalent combinations of education and experience may also be considered.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants must obtain the following during the probationary period for new employees or the trial period for promoted County employees and maintain the following certifications throughout employment:
  - a. Utah State Inspection License
  - b. Utah County Emissions License
  - c. State of Utah Class A Commercial Driver's License (CDL) with ATX Endorsements
  - d. Forklift Operator Certification
3. Selected applicants may be required to obtain Utah State Fuel Site Operator Level A and B Certifications and maintain said certification throughout employment.
4. Selected applicants may be required to obtain Motorcycle Endorsement on their Utah Driver's License and maintain said endorsement throughout employment.

#### **For Office Use Only**

Job Code: 2095

Job Title: Division Manager – Fleet Services

FLSA: Exempt

Effective Date: 1/28/2025

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: Yes

ML: Division Director

5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Job Code: 2095  
Job Title: Division Manager – Fleet Services  
FLSA: Exempt  
Effective Date: 1/28/2025  
Public Safety: No

Worker’s Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: Yes  
ML: Division Director