

EDUCATION AND EXPERIENCE

EXPERIENCE: Five years supervisory experience in fleet management involving the full range of motorized vehicles found in a municipal fleet, including purchasing, maintenance and disposal.

EDUCATION/TRAINING: College level coursework in business administration, public administration or fleet operation.

Highly Desirable Qualifications: Ten to fifteen years of fleet management experience.

LICENSE : This position requires the use of a City vehicle or City equipment while conducting City business. Employees must possess a valid Class C driver's license at the time of hire. Class A drivers license required within 1 year from date of hire.

Certificate: ASE Certification desirable. A Master certification in automotive, and a master certification in light duty and medium trucks is desirable. A California State Smog license is desirable.

COMPENSATION & BENEFITS

The salary range for this position is \$86,504 to \$105,147 annually. The City of Vallejo has a salary step plan of 1 thru 5. Placement in the salary range is dependent upon the qualifications and experience of the successful candidate. The Fleet Manager position is part of the Confidential Administrative Managerial and Professional Association (CAMP) bargaining group. The City offers employees in this unit attractive benefits including:

- **Retirement**—CalPERS retirement (2.7% @55 formula) Employee pays 9% of salary contribution. New to CALPERS 2% @ 62 formula (PEPRA). Employee pays 6.25% of salary.
- **Social Security and Medicare**—The City participates in these supplemental plans with 7.65% of salary paid by employee for 2016.
- **Vacation**—Accrues at the rate of 10 Days for the first 4 years; with a maximum accrual rate of 28 days with more than 26 years service.
- **Holidays**—The City offers 11 paid holidays, plus 2 paid floating holidays annually.
- **Sick Leave**—8 hours earned for each full month of employment.
- **Health Benefits**—Employee, spouse, and dependents under age 26 are provided with medical coverage through CalPERS Health Insurance. The employee chooses from among current available plans. The City pays up to 75% of the Kaiser Bay Area Rate .

- **Medical Flex Plan**—Employees are eligible for up to \$250.00 monthly in lieu of city paid medical insurance upon proof of other medical insurance.
- **Other City Paid Benefits**—For Employee, spouse and dependent children under age 23: Dental, Orthodontic, Vision, and Employee Assistance Program;
- **Employee only:** Life Insurance, Long Term Disability (\$40,000).
- **Retiree Medical**—The City pays the retiree health premium to the same extent as active employees .
- **Deferred Compensation**—Three Deferred Compensation Plans available. 100% employee contribution; no City match.



Applicants **must** submit the following: (1) a completed City of Vallejo application form (on-line submission only), (2) current resume, (3) cover letter, (4) responses to the supplemental questions, and (5) three professional references. Application packets containing all required materials will receive an initial screening assessment. Those found to be best qualified will move forward in the process. Prior to hire, the selected candidate will be required to complete a job-related pre-placement medical exam, may be fingerprinted; have reference, driving and criminal history background and credit checks (where applicable); take a loyalty oath; and provide proof of legal right to

work in the United States. To apply online go to: <http://www.cityofvallejo.net> or visit the Human Resources Department at 555 Santa Clara Street, Vallejo, CA 94591. Please contact Lisa Thomas, Human Resource Analyst II, at lisa.thomas@cityofvallejo.net or call (707) 648-4363.



APPLICATION PROCESS

THE CITY OF VALLEJO



INVITES APPLICATIONS FOR THE POSITION OF FLEET MANAGER



Closing Date: December 30, 2016

The City of Vallejo is an Equal Opportunity Employer That Supports Workplace Diversity

THE CITY

The City of Vallejo is located in Solano County and has a population of approximately 127,000. Vallejo and the surrounding community cover almost 54 square miles (30 square miles on land and 24 square miles of waterway). The City is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 200-year history and maritime heritage.

With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping and a wide selection of restaurants are all available in the City. Residents and visitors alike enjoy Vallejo's delightful historic downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business fronts. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. The City's Main Street Designation in 2000 and two historic districts are a reflection of the City's pride in maintaining the character and heritage of Vallejo.

Vallejo is in close proximity to the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via I-80 and I-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Air travel is available through San Francisco, Oakland and Sacramento International Airports.

Vallejo offers a wide array of neighborhoods and master planned communities. Whether it is the golf club community of Hiddenbrooke, the seaside marina of Glen Cove or the hillside view of Hyde Park, Vallejo offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foothill vistas.

The Vallejo City Unified School District is a medium-sized K-12 school district serving 17,000 students. Higher education is offered through the California Maritime Academy (part of the California State University system), Touro University (California), and Solano Community College (Vallejo).



The Organization

The City of Vallejo's budget was unanimously approved by the Vallejo City Council on June 14, 2016. This represents the third year in a row the City has been able to present a structurally balanced budget, which had not previously occurred in over a decade.

The City has turned a significant corner by making some difficult decisions and achieving program efficiencies and savings. This spending plan is an enormous accomplishment and an important step toward ensuring the ongoing fiscal stability of Vallejo. The City has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability: (1) live with our means (five year projection), (2) look to the future (prioritize), (3) stop deferring expenses (maintenance, capital); (4) establish emergency reserves (disasters or emergencies); and (5) use one time monies for one time expenditures (new equipment, unforeseen repairs).

The City has 536 full time authorized positions in the departments and divisions of the City Manager, City Attorney, Police, Fire, Community and Economic Development, Public Works, Finance, Human Resources, Building, Planning, Housing, Code Enforcement, Water, and the Marina. Vallejo has a Council/Manager form of government with a City Council composed of a Mayor plus six Council Members.

THE POSITION

The Fleet Manager is located in the Department of Public Works Maintenance Division. The Fleet Manager is responsible for planning, organizing, coordinating, directing and reviewing all City fleet operations and activities, including vehicle and equipment acquisition, utilization, maintenance, repair, and disposal, and provides responsible staff assistance. The Fleet Manager will:

- Develop and implement goals, objectives, policies and priorities of the Fleet Management Division
- Prepare technical specifications, government contracts, and bid packages for the City's fleet
- Review bids and make recommendations
- Make vendor selection for vehicles, equipment, supplies, parts, and services
- Administer a comprehensive vehicle maintenance and repair program for automotive equipment, heavy equipment, and other specialized equipment
- Manage vehicle accident claims
- Respond to vehicle accident scenes involving City vehicles and equipment
- Document accidents and write reports
- Develop, direct, maintain, and control the dispensing and inventory management activities of vehicle parts and fuel inventories
- Manage all fuel dispensing and reporting.



THE IDEAL CANDIDATE WILL:

Ideally the candidate will possess the following experience:

- Extensive technical knowledge of fleet maintenance operations
- Extensive experience managing vehicle accident scenes
- Extensive knowledge preparing government contracts, technical specifications, and bid packages
- Extensive experience mentoring and training staff
- Comprehensive writing skills, including report writing, budgets, accident reports and employee evaluations
- Experience making presentations to the public and/or City Council
- Problem solver, solution oriented, and use of good judgment

Ideal candidates will possess knowledge of the following: fleet operations policies and procedures, including the operation and maintenance of varied types of motorized equipment; financial record keeping practices including internal service fund revenue and expenditure budget procedures, federal, state and local transportation laws, rules and regulations, materials, methods, practices, and equipment used in vehicle maintenance and repair, occupational hazards and standard safety precautions in the work, labor relations, and principles of organization, administration, budget and personnel management, emissions regulations of Bureau of Automotive Repair (B.A.R.) and Bay Air Quality Management District—for the portable engine emissions program.

Ideal candidates will also possess the ability to: Plan, organize, and assign the work of staff, analyze administrative and technical problems, make sound policy and procedural recommendations to resolve problems, prepare comprehensive reports of equipment management activities and cost, and communicate clearly and effectively orally and in writing.



City of Vallejo Fleet Manager

Supplemental Questions – Required for the Application

Position Closes: Friday, December 30, 2016

1. Please describe your experience with California Emissions and Air Quality Control. In your response, please detail the number of years' experience you have and list the names of the employers where you gained this experience.
2. Describe your experience directing and supervising mechanics, handling disciplinary matters, and writing performance evaluations. In your response, please detail the number of employees you have supervised, the type of discipline you were responsible for, and the performance evaluation system used.
3. Please describe the largest fleet you have been responsible for. In your response include the types of vehicles, list any equipment you were responsible for, and your level of authority to purchase and secure vehicles and equipment for the agency you worked for.
4. Please describe the largest budget you were responsible for. Include the size of the budget and your level of authority including the ability to allocate and reallocate funding.
5. Please describe your knowledge and experience as it relates to vehicle specifications and government contracts. Include your years of experience in this response.