



San Gabriel

THE CITY OF  
**SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

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**Fleet Manager**  
**\$8,352 - \$10,152 monthly**  
**Closed Promotional**

**APPLICANT NOTICE:** Please read the job bulletin thoroughly and follow all application instructions and procedures stated hereinafter. Applications failing to properly follow all instructions and procedures outlined in this bulletin may be rejected. The application filing deadline for this position closes Friday June 9, 2023, at 4pm.

**THE OPPORTUNITY:**

The City of San Gabriel Public Works Department is recruiting for the position of Fleet Manager. Fleet Manager is an integral position within the Public Works Department and is responsible for the planning, procurement, and maintenance of the City's mechanical fleet and equipment inventory.

**THE IDEAL CANDIDATE:**

The ideal candidate has five (5) or more years of work experience in fleet maintenance and is a strong leader with a "hands on" approach. The ideal candidate can effectively plan, monitor, evaluate, and manage the City's fleet maintenance operations and resolve operational deficiencies. The ideal candidate is also an astute collaborator who can work effectively with all other City departments.

**SUMMARY OF POSITION DUTIES:**

Under direction of the Public Works Director, the Fleet Manager plans, organizes, coordinates, and manages the operations of the auto shop; produces complex documents, including staff reports and reporting/auditing requirements; steps in as Acting Public Works Director as needed; hires, trains, evaluates, and disciplines staff; investigates complaints and implements solutions; develops, recommends, and manages division budget; may perform complex skilled mechanic repair and preventative maintenance work on all City vehicles and various mechanical equipment; ensures City compliance with all Federal, State and local law requirements; and other related work as required.

This is an FLSA exempt position. Employees in this classification are not eligible for overtime and may be required to work evenings and weekends.

**MINIMUM QUALIFICATIONS:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration or a closely related field.
- Five (5) years of increasingly responsible experience in the area of fleet management and repair, with at least two years of experience in a supervisory or lead capacity.

Licenses & Certifications

Possession of a Class B California Driver's License with air brake and tanker endorsement and ability to maintain a satisfactory driving record are required.

### Desirable Qualifications

Automotive Services Excellence (ASE) Master Technician certification in medium/heavy duty trucks and/or automotive is highly desired.

*For more detailed information on the job duties and minimum requirements for this position, please see the attached classification specification for Fleet Manager (Appendix A).*

### **SUMMARY OF COMPENSATION & BENEFITS:**

- **Salary:** Step A \$8,352 – Step E \$10,152 per month
- **Health Benefits:** City paid contribution of up to \$1,568 per month toward medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of the City's medical plan with proof of group coverage elsewhere.
- **Alternative Work Schedule:** An alternative 9/80 or 4/10 work schedule may be allowed depending on the City's needs and employee performance.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for participating employees. The matching contribution requires the employee to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have a master's degree from a USDE accredited college or university shall be eligible for premium education pay. Premium education pay is \$300 per month for a master's degree.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Long Term Disability (LTD):** City paid LTD insurance.
- **Life Insurance:** City paid life insurance coverage for 100% of annual salary.
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position and approved by the city.
- **Supplemental Insurance:** City provides employees with supplemental insurance options through Colonial. Enrollment is optional and all premiums are covered by the employee through payroll deduction. The City does not make a contribution towards supplemental insurance premiums.
- **Paid Leaves:**
  - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
  - Sick: Accrue 96 hours of sick leave per year.
  - Administrative: 32 hours of administrative leave per year (pro rata).
  - Holiday: 96 hours of paid holiday per year.
  - Floating Holiday: 16 hours of floating holiday per year (pro rata).
- **Annual Leave Cash-Out Options:**
  - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
  - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
  - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).

For more details on the compensation and benefit provisions available to employees in this classification, please reference the published "Salary, Compensation, and Benefits Policy" on the City of San Gabriel official website.

## APPLICATION INSTRUCTIONS:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments to the online application: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required and/or applicable for the position.

Only online applications will be accepted. Faxed, emailed, and/or hard copy applications and/or attachments will not be accepted. Failure to submit a properly prepared application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com).

## APPLICATION FILING DEADLINE:

This recruitment will close at 4:00pm on Friday, June 9, 2023.

## RECRUITMENT EXAM PLAN & SCHEDULE (TENTATIVE):

The following is the tentative schedule for this recruitment. Please prepare your schedule in advance to accommodate the anticipated recruitment schedule. Note that this schedule may be changed at any time if deemed necessary. Please call-in or check the posted recruitment bulletin regularly for updates.

- Application Filing Period..... May 25, 2023 – June 9, 2023
- Panel Interview (100% qualifying) ..... Week of June 19
- Selection Interviews..... Week of June 26
- Target Start Date..... July 17, 2023

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.*

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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JobID#264

**Appendix "A"**  
**CLASSIFICATION SPECIFICATION**  
**FLEET MANAGER**

**JOB SUMMARY:**

Under direct supervision of the Public Works Director, the Fleet Manager oversees all operations of the Fleet Division; repairs, maintains, and services all automobiles, trucks, construction equipment, and other related equipment powered by gasoline, diesel, and alternate fuel; trains employees on new equipment and provides guidance on difficult repairs; performs quality control functions; and performs other related duties as assigned.

**CLASS CHARACTERISTICS:**

The Fleet Manager is responsible for the overall management of the Fleet Division and performs highly complex maintenance, service, and repairs on variety of vehicles. This class differs from an Auto Mechanic II due to the level of experience required, complexity of work performed, supervision of staff, and ability to make decisions within established guidelines.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Manages, supervises, and trains subordinate staff; oversees the scheduling of work for the maintenance and repair of vehicles and equipment; determines shop procedures and logistical problems; issues written and verbal instructions; and prepares and administers performance evaluations.
- Inspects, locates, and diagnoses mechanical defects in a wide variety of vehicles and construction equipment; determines required overhaul, replacement, and repair needs; overhauls engines, transmissions, and differentials; and disassembles, repairs, and replaces worn parts, fits new parts, and adjusts water and fuel pumps, carburetors and fuel injectors, governors, starting motors, clutches, differentials, brakes, and steering gear.
- Tunes up engines; takes compression tests; repairs standard and electronic ignition systems and adjusts timing and valves; repairs air conditioning systems; and repairs and replaces exhaust systems, ignition and door locks, window vents and regulators, and dash gauges.
- Determines warranty coverage on individual vehicles and equipment; tracks and dispatches warranty repairs; monitors fuel purchasing and delivery; and selects and contacts vendors for needed purchases; maintains records of services and repairs; prepares reports; manages the maintenance and cleanliness of the garage and service area; and observes safety rules and regulations.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Techniques and methods of repairing gasoline and diesel powered equipment and related components; methods, materials, tools, and equipment of the trade including brake and metal lathes, air conditioning recover equipment, vehicle diagnosis equipment, and tire mounting and balancing equipment; lubricating systems, oils, grease, tools, and attachments; methods, supplies, and equipment used in cleaning and polishing motor vehicles; relevant safety rules and regulations; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

### **Skills/Abilities:**

- Inspect, tune, and adjust a variety of motor vehicles; use hand and power tools to repair mechanical equipment; diagnose operating problems; read and interpret electrical and machine diagrams and other technical information; and correctly interpret and apply department policies and procedures.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

### **Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration or a closely related field.
- Five years of increasingly responsible experience in the area of fleet management and repair, with at least two years of experience in a supervisory or lead capacity.

**Licenses and Certifications:**

- Possession of a Class B California Driver's License with air brake and tanker endorsement and ability to maintain a satisfactory driving record are required.
- ~~Automotive Services Excellence (ASE) Master Technician certification in medium/heavy duty trucks and/or automotive is required.~~

**PHYSICAL DEMANDS:**

- Ability to lift up to 40 pounds or more; drive a wide variety of motor vehicles; operate machinery using arms and legs; bend in all directions; squeeze with arms and hands; and get from one location to another in the course of doing business.

**WORK ENVIRONMENT:**

- Employee generally works in a shop environment, with some travel from site to site. Employee will be exposed to inclement weather conditions, noise, vibration, dust, grease, smoke, fumes, gases, or potentially hazardous chemicals. Noise level in the work environment is usually high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Revised Date:** July 26, 2018