



## Fleet Services Manager

This full-time position reports to the Director of Operations and is located at the Ed Fischer Operations Center

### WHAT YOU WOULD DO:

- This position, under the general direction of the Director of Operations, is to plan, organize, assign, and supervise the activities and employees of the Fleet Services department
- Familiarity with the Standard Operation Procedures for public fleet management as well as knowledge of all applicable regulations, codes, and laws.
- Direct supervision of fleet employees including the performance of their duties and professional development
- Ability to apply accounting and budgeting practices as they pertain to fleet management
- Develop, administer, and oversee contracts and agreements as they pertain to fleet services
- Experience with setting objectives and goals of a fleet operation within a utility environment
- Possess the ability to effectively set up, operate, and manage computerized systems from newly created to fully operational
- Attend and participate in utility, local and public outreach meetings to support best management practices and increasing efficiencies that govern the fleet industry
- Identify, perform, coordinate, monitor, and oversee technical and administrative projects that support continuous improvement, sustainability, and increased efficiency within the department and for the benefit of the utility
- Research, and monitor safety, environmental and operational laws and regulations to assure utility and department compliance
- Develop, direct, forecast and oversee best practices and programs within fleet environment for acquisitions, replacements, operational performance, maintenance, asset tracking, disposing of vehicles and equipment, shop and support equipment and surplus parts and inventory

### QUALIFICATIONS:

- Minimum: of AA Degree in automotive or diesel industry, 10 years of technical and supervisory experience or equivalent combination of education and experience
- Bachelor's in Business Administration, 5 years as a Journeyman level technician, 3 years in a supervisory role all within automotive/truck fleet environment preferred
- Familiarity with laws and regulations governing the fleet industry
- Certifications and Memberships with CAFM, ASE, NAFA, PNFMA or other fleet associations helpful
- Washington State driver CDL and air brake endorsement helpful
- Strong account planning, research and computer skills to include Word, Excel spreadsheets, and database applications.
- Must have outstanding interpersonal and communication skills with the ability to work effectively with commercial/industrial and internal customers at all levels of an organization including people with different styles and backgrounds.
- Must have the ability to write reports, business correspondence, procedure manuals and to effectively

## HOW TO APPLY:

Clark Public Utilities offers excellent benefits, an attractive wage, and company incentive programs. For confidential consideration, please forward your resume with cover letter via email to [jobs@clarkpud.com](mailto:jobs@clarkpud.com). Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

*CLARK PUBLIC UTILITIES is a customer-owned electric and water utility located in Vancouver, Washington. Our utility is committed to providing exceptional customer service, reliability, and efficiency.*

### **Equal Opportunity Employer**

*At Clark Public Utilities, we are committed to being a place where a diverse mix of talented people want to come, to stay and do their best work.*