



City of Sunnyvale  
**Fleet Manager**

<b>SALARY</b>	\$68.76 - \$85.95 Hourly \$143,018.00 - \$178,772.00 Annually	<b>LOCATION</b>	Sunnyvale, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	24-00183
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Fleet Services
<b>OPENING DATE</b>	08/26/2024	<b>CLOSING DATE</b>	9/23/2024 5:00 PM Pacific

## Description

**FLEET MANAGER**  
**Full Time, Regular Employment Opportunity**

The City of Sunnyvale is recruiting for a Fleet Manager. Are you interested in joining an innovative and values-focused team to deliver excellent services? The city is searching for a new team member with these attributes and experience in fleet maintenance, vehicle/equipment replacement, fleet planning and management, permitting, and regulatory compliance.

The Fleet Division works hard to ensure the City's vehicles and equipment are operating safely and efficiently. As the Fleet Manager you will find satisfaction in being a part of a team that provides quality services for the City of Sunnyvale. City staff and the community count on the Fleet Division for the vehicles and equipment needed to deliver exceptional service.

**For the Fleet Manager, the City of Sunnyvale:**

- contributes 4% of the 7% employee contribution to CalPERS for classic members;
- contributes 2% of an employee's gross pay to a deferred compensation plan, and
- provides fully employer paid medical, dental, and vision benefits.

## Essential Job Functions

*(May include, but are not limited to, the following):*

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the maintenance of the City's fleet; implements policies and procedures.
- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in the maintenance and repair of a variety of vehicles and equipment.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Prepares and administers the program budget; prepares cost estimates for budget recommendations; monitors and controls expenditures.

- Participates in the selection of staff; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline procedures.
- Reviews, develops, establishes, implements, and monitors system procedures and practices.
- Develops, administers, and updates the fleet replacement program including acquisition and equipment specification, in coordination with other City departments.
- Develops efficient methods of equipment utilization and allocation; reallocates equipment between units to ensure maximum utilization, productivity, and cost effectiveness.
- Prepares a variety of administrative and technical reports and correspondence.
- Develops and administers a comprehensive preventive maintenance and repair program.
- Administers the fleet's rental rate cost recovery program, ensuring liquidity and sufficient cash flow to support short and long-term operations; recommends vehicle usage rates consistent with actual and projected cash flow.
- Oversees the fleet refueling infrastructure including system component maintenance and certification, underground and above ground tanks, tank leak detection systems and dispenser calibrations.
- Maintains legal records pertaining to fleet vehicles.
- Ensures fleet operations comply with applicable laws and regulations.
- Makes oral and/or written presentations to elected officials, boards, commissions, City staff, or citizen groups.
- Implement ongoing health and safety programs.
- Serve as mentor to other City staff, when appropriate.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 50 pounds is also required. Work is predominately performed in an office; however, occasional visits to the shop are required with exposure to dust, humidity, hot and cold temperatures as well as exposure to hazardous materials. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

## **Minimum Qualifications**

### **Education and Experience:**

The minimum qualifications for education and experience can be met in the following way:

An Associate's degree or 60 semester units or 90 quarter units from an accredited college or university with major coursework in business administration, public administration, automotive technology or a related field; AND

Five years of responsible fleet management experience, including two years of supervisory experience.

A Bachelor's degree can substitute for one year of the required experience.

### **Knowledge of:**

- Principles and practices of fleet management.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances, and rules.
- Methods of developing and implementing a comprehensive preventive maintenance plan.
- Processes involved in the maintenance and repair of a wide variety of equipment and vehicles.
- Technology commonly used in the repair and maintenance of equipment and vehicles.
- Equipment purchasing and acquisition practices and methods, including vehicle/equipment specifications and replacement factors.
- Internal combustion engines, automotive and construction equipment, diesel engines, automatic transmissions.
- Office methods, procedures, software, and equipment.

**Ability to:**

- Organize, implement and direct activities associated with the maintenance and repair of the City's fleet.
- Interpret and explain pertinent City and department policies and procedures.
- Prepare a variety of technical and administrative reports and correspondence.
- Plan, organize, and assign work.
- Direct and supervise the work of subordinates.
- Develop and implement a comprehensive equipment maintenance program.
- Develop equipment and vehicle specifications.
- Operate a computer using word processing, spreadsheet and business software and other office equipment.
- Communicate effectively, both orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies, and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

**Willingness to:**

Occasionally work evenings and/or weekends.

**Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

**Application and Selection Process**

## Application and Selection Process

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources by **5:00 pm on Monday, September 23, 2024 (postmarks or faxes are not accepted)**.

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. **Electronic applications may be submitted on-line through the City's employment page at [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov) and click on Jobs. Late or incomplete applications will not be accepted.**

**EXAM PROCESS**

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an oral examination scheduled for **Thursday, October 10, 2024**. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources). Selection interviews for top scorers will be conducted the first week in October.

**SELECTION PROCESS**

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in a selection interview with the department. Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

## INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts).

## ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Managers Association (SMA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.*

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### Agency

City of Sunnyvale

### Address

456 W. Olive Avenue

Sunnyvale, California, 94086

### Phone

408-730-7490

### Website

<https://sunnyvale.ca.gov>

## Fleet Manager Supplemental Questionnaire

### \*QUESTION 1

#### Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

***Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.***

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application**

**form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

**Your responses to the questions that require you to detail your background and experience should include the following information:\***

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes

No

#### **\*QUESTION 2**

Do you have an Associate's degree or higher or 60 semester/90 quarter units from an accredited college or university with major coursework in business administration, public administration, automotive technology, or a related field?

Yes

No

#### **\*QUESTION 3**

Do you have five or more years of responsible fleet management experience, including two years of supervisory experience? If yes, please describe your fleet management and supervisory experience below. Please include the agency you worked for, your title and your specific responsibilities. A Bachelor's degree can substitute for one year of the required experience. If no, please enter N/A in the space below.

#### **\*QUESTION 4**

Describe your budget experience with fleet operations. In your response, please describe the size of the program and budget. Also include the three keys to success. If you do not have this experience, please indicate "N/A" in the space below.

#### **\*QUESTION 5**

As a Fleet Manager, who are your customers and what do you do to achieve success with them?

#### **\*QUESTION 6**

This position oversees fleet maintenance, fleet replacement, and regulatory and permitting compliance. Please describe your experience in these areas. Please further describe your experience with Fleet Operations and any creative options

you have implemented. If you do not have this experience, please enter N/A in the space below.

**\*QUESTION 7**

**Do you have a valid class C California driver's license and a safe driving record?**

- Yes
- No

\* Required Question