



## Fort Bend County Job Description

Job Title:	Fleet Manager	Job Code:	J13058
Department:	Vehicle Maintenance	Department Number:	4141
Supervisor:	Road & Bridge Commissioner	FLSA Status:	E
Supervises:	Master Mechanics Mechanics Administrative Assistant Clerk	Job Grade:	13
SIP/DOT:	SIP	Policy Group:	P/M
Job Summary:	Directs activities of the department to ensure vehicles and equipment are maintained in an effective, timely, and efficient manner. Participates in planning of programs, policies or objectives for own and for other departments.		

### Essential Duties and Responsibilities:

- Signs for and is held financially accountable for equipment issued; Recommends equipment expenditures; Prepares and tracks budget expenditures; Requisitions supplies, as back-up; Assists and instructs other employees as necessary.
- Reviews work of other employees; Establishes standards and/or priorities, on-call 24 hours a day, 7 days per week.
- Ensures established standards are maintained by others; Assigns duties and plans work of others; Acts on employee problems.
- Designs and implements programs for compliance with regulatory authorities; Assists in the preparation of data for bid specifications for Request For Proposals.
- Recommends selection of new employees, employee transfers/promotions, disciplining/discharging and salary increases.
- Responsible for development and monitoring of countywide fuel system.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

Created: \_\_\_\_\_  
Modified: January 2008  
Replaced by: \_\_\_\_\_

Page 1 of 4

Department Review: \_\_\_\_\_