



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

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| Title: Fleet Manager | Opening Date: September 9, 2022 | Application Deadline: Open Until Filled | Job Posting #: 220341 |
| Department: Purchasing | Starting Salary: \$55,000-\$60,000 | Location: Bastrop, Texas | Travel: Limited |

INTERNAL/EXTERNAL POSTING

BRIEF JOB DESCRIPTION: This position performs a wide range of complex tasks with all Bastrop County on-road and off-road vehicles. The selected candidate will monitor and maintain an online vehicle telematics program. Candidate will work with all Bastrop County Departments to insure safe driving compliance with all County policies and to provide training when needed. The selected candidate will build and maintain relationships with vendors to be able to facilitate all ordering needs for vehicles and heavy equipment. The selected candidate will also be responsible for proper disposal of all vehicles and heavy equipment.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: General principles and practices of administrative and financial management. Must have strong communication and computer skills. Must have working knowledge of standard office equipment, including the ability to answer and direct telephone calls using a multi-line phone system. Must be able to complete routine business correspondence; perform multiple tasks simultaneously in a timely manner. Understanding of general construction principles and heavy equipment.

MINIMUM QUALIFICATIONS: Two years experience in fleet vehicle and/or heavy equipment purchasing, monitoring, maintenance and disposal. High school diploma or equivalent; Associates Degree or Vocational Degree is preferred. Valid Texas driver's license. Two year of experience in establishing and maintaining driving policies and procedures.experience.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602, OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Fleet Manager

Department: Purchasing

FSLA Status: Non-Exempt

Reports To: Purchasing Agent

SUMMARY: This position performs a wide range of complex tasks with all Bastrop County on-road and off-road vehicles. The selected candidate will monitor and maintain an online vehicle telematics program. Candidate will work with all Bastrop County Departments to insure safe driving compliance with all County policies and to provide training when needed. The selected candidate will build and maintain relationships with vendors to be able to facilitate all ordering needs for vehicles and heavy equipment. The selected candidate will also be responsible for proper disposal of all vehicles and heavy equipment.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Purchasing Agent.

Exercises no supervision.

TRAVEL

Travel may be required during normal business hours and within Bastrop County for some business activities as needed.

DUTIES AND RESPONSIBILITIES include the following:

1. Manage and oversee the County's Vehicle Telematics Program;
2. Provide vehicle and driving reports to Department Heads. Make recommendations for and provide and training as necessary to departments or individual employees;
3. Acquire quotes for the purchase of all new vehicles and heavy equipment for all Bastrop County Departments. Process all order requests, take delivery and complete all necessary State and Local paperwork for vehicles and heavy equipment;
4. Work with departments to prepare all surplus or salvage vehicles and heavy equipment for disposal. Work with various online and in-person auctioneers to dispose of vehicles and heavy equipment;
5. Manage the online fleet fuel and maintenance card program and provide support to all County employees using the Fleet Fuel and Maintenance cards;
6. Provide assistance to all County employees in need of vehicle or heavy equipment maintenance;

7. Provide detailed reports to the County Purchasing Agent and/or the Bastrop County Commissioner's Court as requested;

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Motor Vehicle Makes and Models
Heavy Equipment Makes and Models
Texas Department of Public Safety Laws
Vehicle Registration Process
Vehicle and Heavy Equipment Inspection Process
Vehicle Telematics Software
Local Government Procurement
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Communicate clearly and concisely, both verbally and in writing; in person and by telephone;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to audiences to convey information.
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Record, and disseminate accurate information from telephone conversations and personal contact;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times;

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials that weigh up to 50 pounds; Climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Preparation of clear and concise reports;

Making sound decisions in a manner consistent with essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

2 years of previous experience performing fleet vehicle and/or heavy equipment purchasing, monitoring, maintenance and disposal.

Experience in establishing and maintaining driving policies and procedures.

Education:

High School diploma.

Associates Degree or Vocational Degree (Trade School Certification) is preferred.

Experience and education may be substituted for one another.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.