

County of Santa Cruz

INVITES YOU TO APPLY FOR:



DIVISION FLEET MANAGER

(Division Manager General Services)

Supplemental Questionnaire Required

Open and Promotional

Job # 24-MV3-01

Salary: \$7,786 – 10,398 / Month

Closing Date: Friday, May 24, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Plans, schedules and determines priorities for the service and repair of light motor vehicles; establishes and oversees preventative maintenance program and schedules for a variety of makes and models of automobiles and light trucks; through a subordinate supervisor, directs shop crew performing maintenance and repair work; develop, monitor and oversee inventory control programs and practices; implements, monitors and manages the administration of an effective fleet management program with telematics data, reservation tools, procure and replace cycles for obsolete vehicles and implementing fuel and energy phasing and training for “greening” the fleet; monitor and assure that all repairs, programs and equipment are current with rules and regulations promulgated by Federal, State and County laws and ordinances; develops and oversees staff training programs; prepares the initial division budget and participates in final budget preparation; supervise, train and evaluate subordinates; and do other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.

THE REQUIREMENTS: Any combination of education and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:



Graduation from high school or its equivalent. Four years of journey level experience as a mechanic, including two years of supervisory experience.

Special Requirements: Must possess and maintain a valid California Class C Drivers License; physically and mentally capable of performing the position's essential functions as summarized in the typical tasks of this specification; pass background security check; and lift objects weighing up to 75 pounds. **Working Conditions:** Exposure to loud noises, strong odors and chemicals; and subjected to extended work hours in event or emergency.

Knowledge: Thorough knowledge of methods, practices, materials and tools used in the maintenance and repair of light automobiles and trucks; theory and operation of internal combustion gasoline engines; theory and operation of fuel, ignition and emission control systems; occupational hazards and standard safety precautions in the use and maintenance of automotive vehicles and automotive repair equipment; and principles and practices used in a program of preventive maintenance. Working knowledge of techniques and procedures to diagnose mechanical and operating problems in automotive equipment; automated fueling systems; compressed natural gas fueling stations; principles, methods and practices pertaining to the operation of an automotive maintenance and repair shop; principles, methods and practices pertaining to the operation of fleet rental services; principles of supervision and training; record keeping methods and procedures; and budgetary practices and procedures. Some knowledge of automated systems used in the fleet management services industry.

Ability to: Plan and schedule the maintenance and repair of a large number and variety of light automotive vehicles; plan, assign and evaluate the work of subordinate staff; select and train staff; establish and maintain effective and cooperative relationships with those contacted in the course of work; develop and implement procedures and priorities to meet changing needs; diagnose, identify and correct vehicle operation malfunctions; perform journey level motor vehicle mechanic duties on an as-needed basis; establish and maintain cost, quantity and quality control systems related to fleet maintenance operations; read, understand and interpret County procedures, government regulations and written directives with respect to purchasing procedures, administrative practices, factory warranties, letters, bulletins, memoranda and automotive manuals; write clear and concise specifications and reports; establish safety operating procedures and hazardous materials handling procedures and to train staff in such procedures; determine equipment, materials and labor needs and prepare cost estimates of such; assist in budget preparation and administration; communicate effectively orally to provide instructions, explanations, etc to subordinates and others; understand and assist in implementing automated management systems related to fleet operations; input, access and analyze data using a computer.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

DIVISION FLEET MANAGER – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your supervisory experience and how it relates to your knowledge of the occupational hazards and standard safety precautions in the use and maintenance of automotive vehicles and automotive repair equipment. Include the number of people you have supervised.
2. Describe your training and experience working with automated management systems. Include a description of the systems and how many months of experience you have working with the systems.
3. How would you ensure that the fleet is operating at its most efficient and effective for the County overall? What data would you look at and what areas would you explore?

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees’ Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

SS/mg 5/24

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