

# FLEET MANAGER



Reports to: Fire Chief  
Supervises: Mechanics  
Status: Full-Time  
Status: Email interest to the Chief at:  
[ddillard@monroefd.org](mailto:ddillard@monroefd.org)  
Accepted: Until Filled

## General Definition of Work

The goal of this position is to aid the District and community by managing both routine and incidental maintenance and repair work on the District's fleet. This includes fire apparatus, bumper to bumper, ambulances bumper to bumper and all small engines. The position is also responsible for ensuring the completion of appropriate monthly and annual certification/testing such as of fire pumps, aerial ladders and other applicable equipment.

## Knowledge, Skills and Abilities

- Comprehension skills in policy manual and SOG's as well as various technical manuals, applicable NFPA standards, and other reports.
- Ability to supervise and direct assigned personnel.
- Ability to develop and implement long-term goals.
- Ability to classify, prioritize, analyze and record data.
- Ability to utilize a variety of reference, descriptive, advisory data and information.
- Ability to design data and information, and use data to make technical decisions.
- Ability to exercise discretion in identifying and selecting from alternative course of action. Must possess a detailed knowledge of District equipment and ability to analyze problems to determine appropriate response.
- Ability to operate a variety of tools and equipment including computers, diagnostic machines, mechanical tools, hand tools, welders and torches.
- Ability to perform addition, subtraction, multiplication, division and to calculate decimals, percentages and fractions.
- Ability to exert heavy to extremely heavy (though not constant), physical effort, typically involving some combination of climbing, balancing, bending, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and/or pulling of objects and materials weighing up to and exceeding 100 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperatures (low/high), noise extremes, machinery, vibrations and/or electric currents.

## Position Responsibilities and Job Performance Requirements:

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- The fleet manager will be the single contact point for all maintenance matters (812) 360-6358
  - Intake all calls and delegate to the appropriate mechanic or service facility
  - Will assign a designee to forwards calls and emails to when out of service or on PTO
- Shall monitor the [fleet@monroefd.org](mailto:fleet@monroefd.org) email in conjunction with their assigned email address
- Establish/maintain good relationship with all vendors, ensuring best pricing and part availability
- Maintain the repair cost to minimize expenses and repairs completed in a timely manner
- Manage staff necessary to insure prioritized repairs based on the District's mission and minimizing OOS (out

## FLEET MANAGER



- of services) times
- Review and monitor invoices for errors to ensure expenses are appropriate and necessary
  - Provide monthly report on completed and outstanding work tickets for the Administration and Board meetings.
  - The fleet manager is responsible for the maintenance and repair of small engines and equipment such as PPE fans, saws, rescue tools, generators (both mobile and stationary)
  - Will make the decision on apparatus being put in or out of service.
    - This will also be noted in iAmResponding and Emergency Reporting
  - Fleet manager will communicate and coordinate with the on-duty Battalion Chief, all necessary apparatus, small engine and equipment movements.
  - Will coordinate the preventative maintenance on all apparatus, small engines and motorized equipment.
  - May perform minor mechanical repairs, tune-ups, brake work, hydraulics and electrical work, oil and fluid changes, lubrication jobs, radiator servicing, air conditioning servicing and other related tasks.
  - May replace vehicle parts including, filters, belts, hoses, pumps, batteries, lights and fuses.
  - Inspects fire apparatus and department vehicles to ensure readiness for service.
  - Schedules needed repairs and maintenance, documents accordingly.
  - Completes purchase orders and obtains bids for equipment, supplies and materials. Orders parts and supplies in accordance with District purchasing procedures. Reviews invoices and forwards for payment
  - Coordinates outside repair work on department apparatus and vehicles under warranty by manufacturer
  - Must be reasonably available for call outs due to emergency, apparatus and/or equipment break downs, and ensure predesignated back-up assistance procedures are in place for equipment emergencies within the District
  - Performs other job-related duties as required
  - Attend mechanical training classes as necessary

### Education and Experience

- High School diploma or GED.
- Minimum of five (5) years' experience as a service/fleet manager of fire apparatus, heavy equipment, or combustion and diesel engines.
- Equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Must pass a drug screening.
- Must maintain any Emergency Response certifications and represent the Monroe Fire Protection District in a positive manner at all times.

### Physical Requirements

The physical demands of this position are considered to be: Heavy (50 to 100 pounds lifted/carried or force exerted occasionally; 25 to 50 pounds lifted/carried or force exerted frequently). This position shall pass annual Physical Evaluation.