

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, FLEET MAINTENANCE

Reports To: Designated Supervisor

UW Job Code: 6045

UW Job Family: 61 – Crafts/Trades Supervisory

SOC Code: 49-1011

FLSA: Exempt

Pay Grade: 21

Date: 10-1-20

JOB PURPOSE:

Manage the daily automotive service operations and personnel functions of the University of Wyoming Transportation Services department. Provide maintenance and repair for University vehicles ensuring proper operation and availability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct and coordinate fleet maintenance operations and scheduling to ensure availability of vehicles and equipment.
- Establish procedures, standards, and guidelines for the maintenance and repair of all automotive and related mechanical equipment.
- Prepare and implement preventive maintenance schedules for all University vehicles.
- Prioritize and assign work to meet service needs for University.
- Use Fleet Management software to maintain record-keeping systems to reflect activities with inspection, maintenance, and repair of vehicles.
- Control and analyze maintenance costs and/or repairs and provide expert recommendations.
- Assist in preparing budgetary projections for maintenance and repair; monitor and analyze budget vs. actuals.
- Develop and maintain quality relationships with vendors and third-party services.
- Implement and manage a warranty claims program through equipment manufacturers.
- Ensure a high level of customer service is provided.
- Oversee shop safety to ensure accident and incident-free environment and clean working conditions.
- Supervise support staff including making hiring recommendations, training, evaluating, advising, and assisting with corrective action process.
- Oversee operations of the University's onsite fueling station and resolve systems problems.

- Monitor, facilitate, and collaborate with Risk Management, the repair process of accident vehicle repairs.

SUPPLEMENTAL FUNCTIONS:

- Participate in performance-related goal setting and planning to meet personal and organizational goals and objectives.
- Assist Assistant Director in preparing vehicle purchase specifications.
- Make recommendations for shop equipment procurement.
- Keep abreast of fleet maintenance and repair trends and emerging technology in the industry.
- Travel occasionally as related to vehicle breakdowns, handle after-hours, out-of-town emergency breakdowns.

COMPETENCIES:

- Communication
- Inclusiveness
- Striving for Excellence
- Attention to Detail
- Safety Awareness
- Delegating Responsibility
- Teamwork
- Service Orientation
- Work Prioritization & Management
- Technical/Professional Knowledge
- Judgment

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **5 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid Wyoming driver's license is necessary**
- **Must be able to obtain a Wyoming commercial driver's license (CDL) after employment**
- **Requires ASE Certifications in Medium/Heavy Truck and/or ASE Transit Bus**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University, city, county, state and federal regulations as related to Transportation Services functions
- Federal, state and local safety regulations, protocols, and/or procedures
- Light-duty vehicle and equipment maintenance operations of comparable size and impact
- Employee hiring, supervision, and evaluation policies and procedures
- Automotive trade repairs and maintenance
- Planning and scheduling techniques
- Problem resolution techniques
- Microsoft Office software

- Fleet maintenance software

Skills and Ability to:

- Communicate effectively, both orally and in writing
- Supervise and manage staff
- Manage projects, priorities, and time to meet demanding and conflicting deadlines
- Work collaboratively with others, building positive interdepartmental working relationships
- Plan, organize and coordinate the operations of a light-duty repair and maintenance shop
- Supervise and train employees, including organizing, prioritizing, and scheduling work assignments
- Provide excellent customer service
- Foster a cooperative work environment
- Develop and maintain recordkeeping systems and procedures
- Gather data, compile information, and prepare reports
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.

WORKING CONDITIONS:

Garage/office environment; regular exposure to fumes and noise; occasional exposure to mechanical or electrical hazards in garage area; and occasional travel with exposure to weather or traveling hazards. Routine exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.