

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2022-64**

**OPEN TO IN-HOUSE APPLICANTS and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Fleet Management Manager</b>
<b>OPENING DATE:</b>	<b>July 26, 2022</b>
<b>CLOSING DATE:</b>	<b>August 3, 2022</b>
<b>DEPARTMENT:</b>	<b>Public Works / Fleet Management</b>
<b>SALARY RANGE:</b>	<b>E 13; \$40,858 - \$61,288</b>

**Position Summary:**

Under general direction of the Public Works Director, the Fleet Management Manager prioritizes and directs maintenance and repair activities to meet goals and objectives of the Fleet Management Program to ensure the safe and operational status of the Pueblo's vehicles, heavy equipment, and buses. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Develops and maintains program goals, objectives, policies and procedures, evaluation tools and assessments, based on established department priorities.
- Develops and implements short term and long-range management plans to sustain effective management of Program operations.
- Develops and implements a strategic plan of operation for the effective and efficient delivery of maintenance and repair services for vehicles, heavy equipment, small equipment, and buses.
- Prioritizes, directs, schedules, and monitors program projects and work tasks; develops an on-call schedule for response to emergency situations, and directs staff appropriately.
- Communicates to staff organizational values, goals, objectives, and program related activities via appropriate communication methods.
- Manages staff relations by celebrating, coaching, counseling, and disciplining employees. Encourages feedback from staff for continual management improvement.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Provides daily supervision, guidance, and oversight to Shop Technicians.
- Ensures the safety of employees by providing adequate/appropriate equipment, by providing training and by addressing safety concerns; ensures compliance with relevant safety measures regarding maintenance/repair of public transit vehicles
- Represents the program and the Pueblo through effective communication and relationship building initiatives with internal and external entities.
- Maintains inventory control of supplies, materials, and equipment. Makes purchases in accordance with established procurement policies and procedures.
- Ensures the efficient management of the Program's electronic Work Order system.
- Develops comprehensive required financial reports, narrative project reports, revisions to plans, and other required/requested documentation.
- Keeps updated and effectively initiates performance standards with new technologies, methodologies, and other trends in the fleet maintenance field.
- Prepares and administers Program budget; develops budget modifications; prepares required reports.
- Conducts Program evaluation and assessment of Program components in compliance with established policies, procedures, and regulations.
- Ensures staff compliance with health and safety guidelines through proper inspections of equipment and tools for defects or wear; ensures repairs, maintenance, and/or replacement.
- Provides technical assistance to staff in analyzing and diagnosing vehicle problems; assists with vehicle repair and engine overhauls.

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- Coordinates necessary vehicle repairs with external agencies and determines work schedules, product standards and repair outcomes.
- Manages, plans, and monitors the preventive maintenance schedule for Pueblo vehicles, buses, small and heavy equipment.
- Assists Shop Technicians with estimate of needed supplies/material for projects.
- Responds to emergencies or malfunctions of vehicles and heavy equipment; implements a vehicle recovery program for immobilized vehicles or equipment.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Six (6) years of progressive automotive mechanic work experience, including working knowledge of automotive computer systems, required. Three (3) years of supervisory/administrative experience in an automotive repair and maintenance setting required. Post-secondary education and/or apprenticeship in mechanic/repair technology preferred. A combination of relevant education and directly related work experience may be considered.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Fleet Management Manager is designated as a High-Risk Public Trust (HRPT) position.

<b>Type of Background Check</b>	<b>Required</b>
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of materials, methods, principles, practices, and equipment used in automotive, heavy/small equipment, and bus maintenance and repair.
- Knowledge of chassis, drive train, electrical and electronic systems, safety equipment (i.e., brakes, air bags, etc.), automatic & manual transmissions, suspension and steering systems, differential and front axle including 4WD components, HVAC systems, compresses/natural gas engines, vehicle diagnostics and other unlisted aspects of vehicle or equipment efficient operation.
- Knowledge of occupational hazards, safe working practices and safety precautions relevant to garage setting.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out job duties.
- Ability to communicate effectively, and both verbally and in writing.
- Ability to interact and maintain professional working relationships with co-workers and external contacts.
- Ability to analyze situations and adopt appropriate courses of action
- Ability to handle multiple tasks/projects, work independently, and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.

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- Skill and ability in the proper/safe use of equipment and tools required for diagnosis, maintenance, and repair of vehicles, heavy/small equipment, and buses.
- Skill in computer use, including Word, Excel, Outlook, and software unique to the program and diagnostics.
- Skill in preparation of project timelines and staffing plans.
- Skill in preparing and administering budgets; in preparing and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing program needs, equipment problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in document development with proper spelling, grammar, and punctuation.

### **Application Instructions:**

- Visit [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [polemployment@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Kathleen Smith, at (505) 552-5778 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**