



JOB ANNOUNCEMENT

FLEET MANAGER

POSITION SUMMARY:

Under the general direction of the Public Works Operations Manager, the Fleet Manager is responsible for the operation of the Fleet division, which includes supervising and overseeing a team of mechanics, budget preparation and management, and coordinating the acquisition, repair, maintenance, disposal, replacement, and tracking of all fleet vehicles and equipment. Additionally, manages the overall parts inventory and operations, customer interface, and implementing strategies to enhance shop productivity and efficiency.

MINIMUM QUALIFICATIONS:

- **Education** – High school diploma or G.E.D. Bachelor's degree in logistics, accounting, public administration, business administration, automotive technology or related field preferred. A combination of experience and education may be considered in lieu of a bachelor's degree.
- **Experience** – Five years of progressively responsible supervisory and management experience in fleet management or similar field or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.
- **Licenses and Certifications** –
 - Valid Utah Class B Commercial Driver License or obtain within six months.
 - Utah Safety Inspector certificate or obtain certification within twelve months of hire date and maintain active certification throughout employment.

Salary range: \$70,220.80 - \$112,236.80 (Starting wage is dependent on experience.) This is a full-time position and does include a benefit package. Employment applications are available on the city website at <https://drapercity.bamboohr.com/jobs/>. Position is open until filled. Draper City is an Equal Opportunity Employer.