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Fleet Manager

JOB CODE	JOB FAMILY	PROFILE
JCM514	**Business Services & Support**	**Fleet Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**August 24, 2026**

The Fleet Manager manages all activities related to fleet operations, including vehicle purchases, allocation, usage, maintenance, and repair. Oversees the monitoring, tracking, and reporting of fleet and fuel data, including parts and tools in the equipment area. Works collaboratively with the department director, customer departments, assigned personnel, FFM shop foremen, and the operations supervisor. Supervises employees through the hiring process, training oversight, performance assessments, coaching, disciplinary action, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs, coordinates, and oversees work assignments, project progress, quality control, and department training.
- Oversees the operations of three fleet maintenance shops, including parts/materials and safety compliance with federal and state standards.
- Manages and implements job-related training for staff.
- Maintains the Fleet Management System and ensures timely, accurate data to support fleet operations.
- Reviews and approves fleet expenditures, ensuring proper procedures and recordkeeping.
- Prepares, analyzes, and evaluates reports; makes recommendations to improve fleet performance and customer satisfaction.

- Monitors vendor contracts and manages inventory operations for the department.
- Assists with annual budget preparation and monitors program budgets, personnel, and overall fleet operations.
- Ensures compliance with fleet management policies and procedures; forecasts vehicle and equipment acquisitions specific to Bernalillo County.
- Oversees the disposal of obsolete or surplus vehicles and equipment in coordination with the Fixed Assets Division.
- Manages County fuel sites, including fuel card administration and repowering system maintenance; ensures compliance with state and federal fuel regulations.
- Researches, recommends, and promotes the use of alternative fuels, hybrid, electric vehicles, and other technological advancements.
- Reviews and recommends vehicle replacement schedules.
- Assists in the development, communication, training, and implementation of the Fleet Emergency Operations Plan (EOP).
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business Administration, Public Administration, or a related field.
- Six (6) years of work experience in a professional purchasing and/or procurement position.
- Two (2) years of experience in a supervisory position.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Two (2) years of experience in budget preparation and management, with knowledge of materials and equipment used in automotive shops preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Remain current in automotive technologies, including fleet management software used by the County.

WORKING CONDITIONS

- Performs duties primarily indoors in a temperature-controlled environment.
- Occasionally, works outdoors and may be exposed to natural weather conditions when visiting work yards or observing field operations.
- Works on even, dry, cement surfaces indoors. Outdoor surfaces include asphalt, concrete, and natural ground.
- May be exposed to work hazards in shop and parts areas, including cranes, hoists, cutting torches, welders, drill presses, grinders, drills, jacks, and moving machinery parts.
- May be exposed to automotive solvents, fuels, cleaners, and fire retardants.
- Works with minimal supervision and may perform duties as part of a specialized team.

EQUIPMENT, TOOLS AND MATERIALS

- Uses tools such as general hand tools, automotive analyzers, compressors, electric and gas welders, Tommy lifts, floor jacks, cherry pickers, and tire jacks.
- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles office materials such as documents, writing instruments, and general office supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver's License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.