STREET AND FLEET MANAGER

POSITION SUMMARY

This position is responsible for coordinating, directing, facilitating, and managing the operation and maintenance activities of the City's Street and Fleet Services Divisions of the Public Works Department. Work is performed under the general direction of the Public Works Director, although considerable latitude is allowed for independent judgment and initiative. May act on behalf of the Public Works Director in his absence. Responsibilities include the oversight of City street construction, repair and maintenance projects, snow removal operations, fleet program,.

RESPONSIBILITIES

Essential Duties:

- Manage the Street and Fleet Division staff through hierarchical personnel. Work tasks include: a) making hiring and firing recommendations, b) providing technical advice and guidance, c) monitoring employee performance and safety, and d) evaluating team performance
- Oversee the planning, organizing, and implementation of fleet operations, street maintenance and repair programs, activities, and policies including coordination of projects and project schedules, on-site inspections and monitoring of repair and maintenance projects, evaluation of project performance, snow removal activities, and street cleaning procedures.
- Prepare and submit yearly operational budgets and Capital Improvement Projects to the Public Works Director.
- Submit properly coded invoices to Public Works Director.
- Ensure all operations are compliant with local, state, and federal regulations.
- Advise and make recommendations to the Public Works Director regarding the proper and efficient operation of the Street and Fleet, including cost and operational analysis, required levels of employees, equipment and material, development of performance standards, and the establishment of divisional goals and objectives.
- Prepares weekly and monthly operations, maintenance, and repair summary reports.
- Prepare, review and recommend specifications for bids relating to tools, materials, and equipment to include solicitation of quotations from vendors.
- Develop in accordance with departmental needs, vehicle specifications; work with other city departments in procurement of vehicles and equipment to include evaluating bids and recommending bid awards.
- Ensure that all citizen and internal complaints regarding Street and Fleet operations are handled in an efficient and appropriate manner.
- May represent the Public Works department and make presentations regarding operational activities at various meetings.
- Perform other such duties and functions as are necessary.

Knowledge, Skills, & Abilities:

- Knowledge of methods, materials, tools, and standard practices for the maintenance, repair, and operations of Municipal Street and Fleet.
- Knowledge of snow plowing operations.
- Knowledge of engineering methods, practices, and costs.
- Knowledge of light, heavy, and specialized equipment.
- Ability to effectively write bid specifications.
- Ability to establish effective working relationships.
- Knowledge and the ability to use computers and software relating to Public Works management.
- Ability to read and comprehend maps, diagrams and regulations.
- Knowledge of city geography and street locations.
- Knowledge of GIS (Geographic Information System)
- Knowledge of environmental standards and compliance requirements.
- Knowledge of applicable hazards and safety practices.
- Knowledge of supervisory principles including interviewing, training and performance management, and theory of evaluating work units .
- Ability to prepare clear, accurate, and concise reports and memorandums.
- Ability to maintain accurate files and records.
- Ability to effectively interact with Local, State, and Federal Regulatory Agencies.
- Ability to articulate effectively with verbal and written communication.
- Have an advanced skill level as it pertains to customer service.

Judgment/Decision Making:

- Develops objectives and general policies and procedures for the Street and Fleet. within general scope of established operational goals and plans.
- Day-to-day work and decisions do not require direction or review by immediate supervisor.
- Frequently solves complex problems. Reviews results with immediate supervisor. Makes recommendations to immediate supervisor with respect to strategic issues and provides insight to the recommendations.
- Errors in judgment could significantly affect the operations of the Street and Fleet Division and the City of Dickinson

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Manager of the Street and Fleet Division and has human resource responsibilities for direct reports.
- Organizes, directs, facilitates, and evaluates the work activities and development of staff through hierarchal personnel.
- Makes disciplinary and hiring recommendations.
- Works under the general supervision of the Public Works Director.

Relation to Others:

- Position requires substantial contact on a regular basis with the public and with employees of several city departments. Contact with the public usually involves explaining city policies and procedures.
- Entrusted with sensitive information relating to employees and/or city policies or functions.
- Mediates subordinates in times of conflict while assessing and diffusing problem situations.
- Explores innovative and creative ways to meet the needs of the citizens of the city.
- Make presentations to small groups of employees, City Commission, or the general public as requested.

SKILLS

Education And Experience:

- Bachelor's degree in Construction Management, Engineering, or related field
- Five to seven years progressively responsible experience in municipal public works , engineering, or related field, including at least two years in a professional supervisory capacity.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- North Dakota Class A Commercial Driver's License with tanker and air brake endorsements. Restriction 7 (not authorized for tractor-trailer) is acceptable.-within 6 months of hire).
- Road Scholar I Certification - (within 6 months)
- Road Scholar II Certification (within 2 years)
- Forklift Certification (within 6 months)

WORKING CONDITIONS

Environment:

- Work involves heavy physical effort and exertion of various kinds with frequent exposure to unpleasant elements, such as loud noises, dirt, extreme temperatures, chemicals, fumes, gases, dust, smoke, etc. Movement may be restrained or confined. Hazards or the risk of injury are generally protected against and predictable.
- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May work evenings, weekends and holidays; occasionally in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work; exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.
- Work requires the use of personal protective devices such as masks, goggles, gloves, etc.

STREET AND FLEET MANAGER

CLASSIFICATION: Grade 19 (PW-19)
FLSA: Exempt
Created: 05/14/2019
Approved by City Commission: 5/21/2019
UPDATED: 06/19/2020, 9/28/22 by Director Zuroff. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.