



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Energy Program and Fleet Services Manager
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GENERAL PURPOSE

Under administrative direction, plans, organizes, manages, and coordinates energy management programs and strategies and plans, organizes, and directs the repair, maintenance, servicing and replacement of District-owned, leased, or contracted vehicles and equipment; monitors, advises, and participates in legislative and regulatory processes; formulates positions on energy and fleet related matters affecting the District while engaging key stakeholders, industry associations, energy utilities, and policy makers in guiding outcomes; researches and prepares a variety of studies and reports related to current and long-range District fleet needs, develops and implements vehicle replacement strategies, budgets, and specifications; analyzes data to identify efficiency and cost control measures in order to prepare energy budgets and forecasts; manages applications for funding opportunities; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a manager classification with combined responsibilities for guiding, developing, implementing, and managing the District's energy management programs and for planning, organizing, reviewing and evaluating the District's centralized fleet management function. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies and act as the District's primary representative with energy-serving utilities. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Senior Director of Administrative Services. Exercises direct supervision over supervisory, technical, and administrative support staff through subordinate levels of supervision.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans and coordinates the development of energy management policies and projects in accordance with strategic plans and direction.
- Directs fleet management and repair activities, including planning, estimating, scheduling, inspecting and monitoring work performed.
- Plans, organizes, supervises, trains and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies and labor contract provisions; identifies best-of-class work practices among assigned staff and assures uniform adoption of those practices.
- Monitors, reports, and actively participates in energy and fleet related legislation, regulatory proceedings, and developments.
- Serves as the District's liaison with energy-serving utilities and maintains effective working relationships supporting organizational operations and initiatives; reviews and approves expenditures and works closely with energy-serving utilities and marketers to analyze rates, manage costs, and optimize savings and program objectives; establishes savings targets and benchmarks. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures ensuring alignment with the District's Strategic and Operational Plans.
- Serves as the District's lead in pursuing and managing programs for local, state, and federal energy and fleet related funding and incentives.
- Researches and remains current with new and innovative energy and fleet related technologies and trends and makes appropriate recommendations.
- Evaluates historic and current energy consumption and forecasts the effects of utility rates and changes in legislative and regulatory conditions to project future energy costs.

- Manages and participates in the development and administration of the department's annual budget; develops and administers the District's vehicle replacement budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Prepares or directs the preparation of a wide variety of studies and reports related to the District's energy and fleet management needs and develops specific proposals and work plans to meet them.
- Performs and/or ensures the proper recording, reporting, and submittal of regulatory compliance data and information within assigned areas of responsibility; evaluates opportunities for system integration with all fleet related software to improve performance and increase automation.
- Manages all District and contractor performed fueling station and vehicle charging operations and maintenance to ensure supplies, system reliability, and regulatory compliance with air quality, EPA and fire code regulations.
- Coordinates with utilities, other departments, divisions, agencies, and individuals.
- Ensures compliance of unit work to pertinent codes, regulations, and guidelines.
- Monitors developments related to equipment acquisition and maintenance, evaluates their impact, and implements policy and procedure improvements.
- Prepares and maintains a variety of written records and reports.
- Communicates and collaborates with other District employees, supervisors, and management staff to evaluate needs and facilitate the acquisition, repair, and replacement of vehicles and equipment necessary to support the District's mission, strategic plan objectives, and values.
- Communicates and represents the District with utilities, vendors and other public or regulatory agencies regarding energy management, vehicles, equipment, regulations and law.
- Researches, prepares specifications, and develops recommendations for the purchase, sale, and disposal of new and used vehicles and equipment.
- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies Continuous Improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's Strategies and Operational Plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental and functional performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- Ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of fleet management and vehicle and equipment maintenance and repair as related to managing a large and diverse vehicle and equipment fleet.
- Principles and practices of leadership.
- Electric and natural gas utility rules, rates, organizational processes, and structures.
- Legislative and regulatory processes and governance for the supply of energy in the state of California.
- Energy procurement strategies.
- Local (utility), state, and federal energy-related incentive and funding programs.
- Technologies, processes, and trends within both the energy and water/wastewater industries.

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Theories, principles, techniques, and equipment used in vehicle and equipment maintenance and repair.
- Understand, interpret, explain and apply District, local, state and federal laws, codes, regulations, and guidelines pertaining to the area of responsibility.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Office and records management practices and procedures.
- Principles and practices of sound business communication.
- District personnel rules, policies and labor contract provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control).
- Practices of structured problem solving.
- The Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action.
- Analyze complex energy data and information to solve problems and implement change.
- Manage and direct a large vehicle and equipment maintenance program.
- Understand and interpret plans, specifications, and designs.
- Manage comprehensive energy procurement and funding programs.
- Monitor and evaluate legislative and regulatory proceedings and changes and provide sound conclusions and recommendations.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership and direction within assigned areas of responsibility.
- Prepare, administer, and monitor a division and vehicle replacement budget.
- Plan, assign, direct, and coordinate a variety of functional specialties with overlapping work areas.
- Read and interpret blueprints and vehicle specifications.
- Understand, interpret, explain and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the District in meeting with governmental agencies; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Maintain sensitive and confidential information.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- To use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department.
- Develop and deploy strategic plan elements and key performance measures consistent with District goals.
- Develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole.
- Track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of progressively responsible energy management experience; and experience in the areas of vehicle and equipment maintenance; and
- Four (4) years of supervisory or leadership experience.

Education:

- Equivalent to completion of the twelfth (12th) grade is required. Designation as a Certified Energy Manager (CEM), Certification in Fleet Management, or an equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, electrical engineering, or a related field is desirable, but not required.

Licenses/Certifications:

- A valid California driver's license, Class A and ability to maintain insurability under the District's Vehicle Insurance Policy within six months of date of hire are required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, exposure to vermin, insects, and parasites, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Energy Program and Fleet Services Manager
Last Update: January 2024

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Fleet Services Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____