



Town of Medley

Fleet Maintenance Foreman

(\$17.00 - \$30.00)

POSITION SUMMARY

The Fleet Maintenance Foreman is responsible for the overall coordination, oversight, and administration of the Town of Medley's vehicle and equipment fleet. This includes both Police Department vehicles and equipment and all other Town-owned municipal vehicles, including a passenger bus. The position ensures fleet operational readiness, coordinates preventive maintenance and repairs through vendors, maintains electronic fleet records, monitors costs, and supports budget and capital planning for fleet operations.

This position is housed within the Police Department and reports through the Police Department chain of command. Approximately half of the role involves Police Department fleet responsibilities, and approximately half involves Town-wide fleet coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Police Department Fleet

- Coordinate maintenance, repair, and operational readiness of all law enforcement vehicles.
- Coordinate the installation, maintenance, and removal of specialized law enforcement vehicle equipment including emergency lighting, sirens, prisoner transport cages, mobile data terminals, in-car camera systems, radar units, and radio systems.
- Track and document law enforcement equipment assignments across vehicles during transfers, decommissioning, or upfitting.
- Monitor pursuit-rated vehicle condition and ensure maintenance is current per manufacturer specifications.
- Track take-home vehicle assignments, mileage, and condition.
- Coordinate manufacturer warranty claims for police-package vehicles.

Town-Wide Fleet

- Coordinate maintenance and repair of all non-Police Department municipal vehicles and equipment, including public works vehicles, administrative vehicles, and specialized equipment.
- Operate the Town's passenger bus as needed for scheduled routes, special events, and emergency transportation.
- Ensure the passenger bus is maintained, inspected, and compliant with all applicable federal and state requirements.

Fleet-Wide Administration

- Develop and maintain a preventive maintenance program with defined service intervals for all fleet assets.
- Coordinate vendor-performed maintenance and repairs; obtain quotes for major work; inspect and verify completed repairs before acceptance.
- Maintain accurate electronic records for all fleet assets including service history, repair costs, fuel consumption, mileage, warranty status, and registration and insurance dates.
- Monitor fuel usage and report anomalies.
- Manage vehicle registration renewals, inspections, and insurance documentation.

- Maintain parts and supplies inventory; conduct periodic inventory counts.
- Document vehicle accidents and damage; coordinate repair estimates and insurance claims.
- Develop vehicle replacement recommendations based on age, mileage, condition, and total cost of ownership.
- Coordinate new vehicle upfitting from delivery through deployment.
- Maintain organized fleet records sufficient for audit and municipal accountability requirements.

Budget and Procurement

- Prepare annual fleet maintenance and operations budget estimates; track expenditures against budget.
- Prepare vehicle and equipment specifications to support the Town's procurement process.
- Maintain and update a vehicle replacement schedule to support capital budget planning.
- Identify cost-saving opportunities including cooperative purchasing and warranty recovery.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Three (3) years of experience in fleet maintenance, fleet coordination, automotive shop supervision, or closely related field.
- Valid Florida Driver's License with a clean driving record.
- Florida Commercial Driver's License (CDL) Class B or higher with Passenger (P) endorsement; or ability to obtain within 90 days of hire.
- Basic to moderate mechanical knowledge sufficient to evaluate repair quality, identify common mechanical issues, and communicate effectively with vendors and technicians.
- Proficiency with computers including data entry, spreadsheets, email, and electronic recordkeeping.
- Ability to pass a Level 2 (FDLE/FBI) background check.
- Must meet all applicable DOT medical and testing requirements for CDL holders.

PREFERRED QUALIFICATIONS

- Associate's degree or higher in automotive technology, fleet management, public administration, or related field.
- ASE certification(s) in any area.
- EVT (Emergency Vehicle Technician) certification.
- NAFA Certified Automotive Fleet Manager (CAFM) or equivalent fleet management credential.
- Experience with law enforcement vehicle upfitting and specialized equipment.
- Prior experience in a municipal or government fleet environment.
- Experience operating commercial passenger vehicles.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of automotive, diesel, and light/medium truck maintenance principles.
- Knowledge of preventive maintenance practices and fleet lifecycle management.
- Ability to coordinate multiple vendors and prioritize competing work requests.
- Proficiency with fleet management software for work orders, service scheduling, and asset tracking.
- Intermediate proficiency in spreadsheets including sorting, filtering, basic formulas, and chart creation.
- Knowledge of law enforcement vehicle equipment and police-package vehicle specifications.
- Knowledge of applicable safety regulations and compliance standards.

- Strong organizational, written, and verbal communication skills.
- Ability to work independently and exercise sound judgment.
- Understanding of municipal procurement and public-sector accountability.

WORKING CONDITIONS

- Work is performed in office, shop, and outdoor environments in varied weather conditions.
- Requires operation of a passenger bus and various municipal vehicles.
- Occasional exposure to noise, fumes, chemicals, and moving machinery during vendor site visits and inspections.
- Subject to on-call and after-hours response for fleet emergencies.

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds; heavier with assistance.
- Ability to stand, walk, bend, kneel, and climb for extended periods.
- Adequate vision, hearing, and manual dexterity to operate vehicles and inspect equipment.
- Must meet DOT physical examination requirements for CDL holders.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Medley is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity, veteran status, or any other status protected under federal, state, or local law.

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Town of Medley reserves the right to amend or assign other duties as necessary.