



LAKE COUNTY DEPARTMENT OF UTILITIES

Administration Division

Vehicle Fleet Manager

The Lake County Department of Utilities is accepting applications for the position of Vehicle Fleet Manager. Applicants must have a High School diploma or GED, a valid Ohio Driver's license with a safe driving record and a minimum of three years of related experience in this field. This position is responsible for a variety of administrative duties necessary to maintain the fleet of departmental vehicles and heavy equipment. Candidates should be familiar with fleet management software programs and should possess the necessary interpersonal skills to interact with various County departments. This position also requires experience with purchasing new fleet vehicles via the State procurement contract. The Vehicle Fleet Manager reports to the Director of Operations and is responsible for vehicle and equipment budgeting, procurement, maintenance, disposal, regulatory compliance, fuel dispensing, related cost analysis, accounting, inventory and reporting. The Fleet Manager is responsible for administering our third party vehicle maintenance contract with the selected vendor. This position maintains the department's fleet in order to sustain a safe, reliable, and cost effective fleet of vehicles and equipment.

Salary will be based on the qualifications of the applicant.

Send resumes to Kelly Andino at Kelly.Andino@lakecountyohio.gov, or 105 Main Street, Painesville, OH, 44077. Please reference job #2017-31.

**An Equal Opportunity Employer
M.F.H.V.**