



Fleet Services Manager
Eastern Municipal Water District
(Perris, CA)

The District

Recognized as a leader in the water industry throughout California and nationally, the Eastern Municipal Water District (EMWD) is the water, wastewater, and recycled water service provider to nearly one million customers living and working within a 682-square mile service area covering Western Riverside and Northern San Diego Counties. EMWD is governed by a five-member Board of Directors and conducts its business with the support of a highly trained workforce of approximately 607 employees. EMWD's FY 2024-2025 budget is \$619 million, of which \$163 million is for capital expenditures. The District benefits from a strong governance model with alignment between the Board and staff on vision, mission and values, and strategic objectives. This collaboration has had a significant influence on EMWD's success.

More information regarding EMWD can be found on the District's website: www.emwd.org.

The Department

EMWD's fleet consists of approximately 200 light, 75 medium and 75 heavy duty vehicles, as well as various off-road and construction related equipment and trailers. The Fleet Services department is responsible for managing all vehicle and equipment assets, including specifying, licensing, fueling and equipping vehicles and equipment to meet organizational needs, as well as providing cost-effective maintenance, repair, and regulatory and certification services. Fleet Services is further responsible for evaluating asset life and preparing recommendations for replacement. Organized within the Administrative Branch of EMWD, Fleet Services consists of six technicians, two mechanics, a service writer, an administrative assistant, one supervisor and a manager- totaling twelve (12) team members.

In addition to its existing fleet of gasoline, diesel, and compressed natural gas vehicles, EMWD has made significant investments in clean energy programs. This includes the installation of electric vehicle charging stations, solar generating systems and battery storage facilities that will result in long-term cost savings and support a reduction in greenhouse gas emissions. Currently the District has installed 95 electric vehicle charging stations at its Perris headquarters, with many in publicly accessible parking areas. These charging stations will support the agency's expanded clean energy fleet.

The FY 2024-2025 operating budget for Fleet Services is \$5.2 million. The new vehicle and equipment replacement budget totaled \$8.2 million for FY23-24 and FY24-25.

For more information on the organization chart of EMWD, please visit: <https://www.emwd.org/who-we-are/district-organization>

The Position

The Fleet Services Manager reports to the Senior Director of Administrative Services, overseeing the repair, maintenance, and servicing of EMWD-owned, leased, or contracted vehicles and equipment. The Fleet Services Manager researches and prepares studies and reports on fleet needs, developing proposals to meet current and long-term requirements in alignment with EMWD's Strategic and Operational Plans.

Additional duties and responsibilities include:

Staff Management and Leadership:

- ▶ Supervises, trains, and evaluates assigned staff; sets performance standards and development targets.
- ▶ Provides coaching, recognizes performance, and takes disciplinary action, including termination, when necessary, in accordance with EMWD policies and labor contracts.
- ▶ Ensures adoption of best practices among staff.
- ▶ Coordinates with other departments, agencies, and individuals to ensure smooth operations.

Operations and Project Management:

- ▶ Ensures a high-performance, customer service-oriented work environment to meet departmental and EMWD goals.
- ▶ Participates in developing goals, objectives, policies, and priorities for fleet services, ensuring alignment with EMWD's plans.
- ▶ Directs and participates in fleet maintenance and repair activities, including planning, scheduling, and monitoring work.
- ▶ Identifies and implements process improvements to reduce errors and enhance system performance.
- ▶ Represents EMWD with vendors and regulatory agencies on vehicle, equipment, fuel, and related regulations.

Budget and Compliance Management:

- ▶ Develops and administers the department's annual budget, forecasts funds needed for staffing, equipment, and supplies, and manages expenditures.
- ▶ Pursues grants and incentives for acquisition of Zero Emission Vehicles (ZEVs).
- ▶ Develops specifications and procurement requirements for acquisition of approved vehicles and equipment.

- ▶ Prepares and directs studies and reports related to fleet management needs.
- ▶ Oversees fuel purchase recording and ensures regulatory compliance for reporting.
- ▶ Implements and executes vehicle replacement strategies for compliance with regulatory requirements governing California's transition to ZEV.
- ▶ Initiates and monitors fueling station maintenance to ensure compliance with air quality, EPA, and fire code regulations.
- ▶ Ensures work complies with pertinent codes, regulations, and guidelines.
- ▶ Researches and makes recommendations on the purchase, sale, and disposal of vehicles and equipment.
- ▶ Ensures staff compliance with safety rules and regulations.
- ▶ Prepares and maintains various records and reports.

For a more detailed job description, please visit: <https://content.emwd.org/sites/default/files/2025-03/Fleet%20Services%20Manager%20Feb%202025.pdf>

The Opportunity

Fleet Services is integral to EMWD's mission of delivering value to its diverse customers and the communities they serve by providing safe, reliable, economical and environmentally sustainable water, wastewater and recycled water services. As such, below are some key opportunities for the incoming Fleet Services Manager:

- ▶ The fleet industry is rapidly evolving, and the Fleet Services Manager plays a key role in transitioning from traditional auto shop operations to a future focused on zero-emissions vehicles. Primary responsibilities include working closely with electric vehicle (EV) initiatives, pursuing grants for the purchase of EVs and infrastructure, and overseeing the development and administration of the Vehicle Replacement Program, including budget management.
- ▶ The position also entails managing approximately 600 fleet assets, covering procurement, maintenance, and disposal, while collaborating with other departments on equipment needs.
- ▶ The Fleet Services Manager will work in close coordination with the Environmental and Regulatory Compliance Department to ensure adherence to current and proposed regulations.
- ▶ Continue mentoring staff in career development.

The Ideal Candidate

The ideal candidate for this position should have supervisory experience in a fleet environment, with a strong understanding of the automotive and fleet industry. Experience with unionized staff is preferred but not required. The role involves working with trades personnel, and as such, a solid automotive and fleet background is essential. While the position does not focus heavily on presentations, expertise in reporting, analytics, strategic planning, and vendor relations is critical.

The ideal candidate will have experience in both the public and private sectors, with an understanding of managing diverse fleets, ranging from sedans to specialized vehicles like sewer cleaning trucks and pickup trucks. The selected candidate will be a self-starter, highly motivated, and outgoing, with a strong ability to engage with the team. Lastly, this person will have a focus on integrity and customer service.

Education, Experience, and Certifications

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

Experience:

- ▶ Five (5) years of supervisory experience in the areas of vehicle and equipment maintenance, one (1) year of which is in a supervisory or management capacity.

Education:

- ▶ Equivalent to completion of the twelfth (12) grade.
- ▶ Supplemental college level courses in automotive technology, business administrations, public administration, or a related field is desirable.

Licenses/Certifications:

- ▶ A valid California driver's license, Class A and ability to maintain insurability under EMWD's Vehicle Insurance Policy within six months of date of hire are required. All District employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.



Compensation and Benefits

The annual salary range for this position is **\$133,099.22 - \$165,651.20**. In recognition of the value its employees deliver to the organization, EMWD offers a generous compensation and benefits package which includes:

- ▶ **CalPERS Retirement** – Classic Members: 2% at 55 benefit formula, employee pays the 7% contribution. New Members: 2% at 62 benefit formula, employee current contribution is 7.0%. EMWD does not participate in Social Security. Retiree Medical Coverage provided through CalPERS with EMWD providing the PEMHCA minimum
- ▶ **Deferred Compensation** – Two programs are offered to employees: 401(a) – EMWD provides annual contributions of \$1,180 and a 457 voluntary plan where EMWD provides a match to the 401(a) equal to 4.0% of employee's annual salary or 5.0% for new hires who do not qualify under the PERS Classic tier
- ▶ **Medical Plans** – Several health plans are offered, with EMWD currently contributing up \$2,739.00/month towards the premiums for employee and family; medical in-lieu program is available with required proof of coverage
- ▶ **Dental Plan** – Full coverage for employee and family in the base plan at no cost with EMWD contributing up to \$1,560 annually. Employees have the option to elect an enhanced plan with the employee paying the difference through voluntary payroll deductions
- ▶ **Vision Plan** – Full coverage for employee and family at no cost
- ▶ **Voluntary Plans** – Health Care and Child/Dependent Care Flexible Spending Account, supplemental accident, cancer, and short-term disability insurance available through payroll deductions
- ▶ **Life Insurance** – Equal to annual salary up to a maximum of \$250,000 at no cost. Employees may purchase up to an additional \$500,000 in life insurance with EMWD paying 50% of the premium
- ▶ **Paid Time Off (PTO)** – 176 hours per year, increasing after year 5 completed
- ▶ **Holidays** – 10 paid holidays and 3 floating holidays per year
- ▶ **Bereavement Leave** – up to 5 days
- ▶ **Tuition Reimbursement** – up to \$6,198 annually
- ▶ **Employee Assistance Program (EAP)** – Available to employees and their families
- ▶ **Telecommute Opportunities** – Available to qualifying employees on a case-by-case basis when operationally feasible and accordance with District's Telecommute Policy
- ▶ **Alternative Work Schedule** – Employees are provided opportunity to work a 4/10 or 9/80 work schedule dependent on position and operational needs

How to Apply

Please apply on-line by **May 12, 2025** at www.allianceRC.com. EMWD anticipates having the first round of interviews during the week of May 26, 2025. For questions, inquiries or candidate recommendations, please contact:

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