



The City of Gilroy

*invites your interest
for the position of*

**Fleet
Superintendent/
Manager**



The City of Gilroy

The City of Gilroy is ideally situated in south Santa Clara County, 28 miles south of San Jose and 15 miles east of the Pacific Coastline. Gilroy has emerged as a thriving city of almost 60,000 residents, with a healthy economic base consisting of food processing, wine production and retail shopping outlets. Gilroy's economy is diversified into non-agricultural commercial and industrial activities such as light manufacturing, wholesale operations, automobile sales, and large retail centers. The world-famous Silicon Valley, one of the world's most enterprising and technologically advanced metropolitan areas, is located within a 1/2-hour drive north of the city.

Gilroy is best known as the "Garlic Capital of the World." But the City is also known for its peaceful residential environment, its award-winning parks, golf course and recreation programs, and for its "urban forest." The Gilroy community has a remarkable spirit of volunteerism, which has contributed to the city being world renowned for its most famous product, garlic.

A variety of outstanding community facilities and resources have placed Gilroy high in recent surveys, which have attempted to measure the quality of life in Bay Area cities. The St. Louise Regional Hospital provides excellent care. The Gilroy library provides 50,000 square feet of state-of-the-art library services. Gavilan Community College is known for the beauty of its campus, set in the foothills that surround the city. Downtown, new vitality and a healthy respect for history make for a lively and interesting town center. Mature neighborhoods blend with newer homes to create an ambient atmosphere for residential areas, served by nearby schools, parks and churches, and just the right combination of rural



and suburban amenities. Nestled between the Diablo and Santa Cruz mountains in the Santa Clara Valley, Gilroy residents enjoy mild temperatures, while missing most of the coastal fog. A state climatology report says up to 70 percent of Gilroy's days are sunny. Gilroy's central location, healthy economy, bucolic charm, and a positive quality of life make it an excellent place to live, play and work.

City Government

The City of Gilroy is a full-service charter city operating under a Council/Administrator form of government. The Gilroy City Council is made up of seven members with four-year terms, including a separately elected mayor, who can serve any number of terms. The Mayor and Council appoint the City Administrator and the City Clerk.

The City operates on a biennial budget with a FY 2024 General Fund budget of almost \$71 million and an all-funds budget of over \$197 million. An approved FTE staff of 281 employees supports city operations. Gilroy takes great pride in meeting or exceeding its General Fund reserve target of 30% of the annual General Fund budgeted expenditures.

The Position and Ideal Candidate

The Fleet Superintendent/Manager reports to the Administrative Services Director and manages the activities within the Fleet Division for the city. This includes all new vehicle purchasing, vehicle maintenance, vehicle disposal, and management for a staff of three mechanics and one part-time Office Assistant. Vehicle mechanic and equipment services are handled by both city personnel and contractors and supports the entire array of equipment utilized by city operations such as public safety (fire and police equipment and maintenance), public works (field equipment and trucks) and administration (automobiles and trucks).



A key aspect of this role relates to the overall administration for fleet services. This involves management and supervision of staff, coordination of the software system utilized to track vehicles/equipment, work orders, time and materials, and periodic "charge-back" reports, development and administration of the five-year operating budget, 20-year capital improvement budget and ongoing monitoring of expenses. There are numerous reporting/tracking requirements for the city and state, and this position will also coordinate with other city work units in vehicle/equipment procurement and coordination of related projects.

The ideal candidate will provide strong administration skills combined with a hands-on orientation and ability to perform the various mechanical and electrical duties associated with repairing and maintaining vehicles and heavy equipment. In the procurement of equipment, the desire is for experience with police vehicles, fire equipment purchasing and leasing, and a wide variety of public works equipment such as pickup trucks, vactor trucks, water tenders, turf tractors and other road/construction equipment. Further, the ideal candidate must be self-driven with the ability to take initiative to get work completed in a timely manner. A successful candidate will have strong

communication skills, attention to detail, and ability to set priorities and meet established deadlines. Possession of a Class A driver's license is highly desired or the ability to attain the license within the first six months on the job.

This position will require any combination of education and experience equal to an AA degree in automotive technology, automotive/equipment maintenance or a related field and six or more years of recent fleet and equipment and maintenance/repair experience, including two or more years of supervisory experience as a lead worker or higher. Current ASE or equivalent certifications are highly desired as is bilingual (English/Spanish) capabilities.



Compensation and Benefits

The City of Gilroy offers a competitive and comprehensive salary and benefits package. The salary range for this position is \$95,799 - \$127,749 annually, DOQ. A 5% COLA adjustment is scheduled for 7/1/2024. The excellent benefits package includes:

- ◆ Retirement:
 - Classic members: CalPERS 2.5% @ 55 formula with employees paying 8% on a pre-tax basis.
 - New hires: CalPERS 2.0% @ 62 with employees paying 50% of the total normal cost as set by CalPERS (currently 8%).
- ◆ Health Insurance and Flexible Benefits Plan: City participates in the PERS Health Program with a choice of providers and coverage options. The Flexible Benefits Plan includes medical and dental coverage as core benefits and provides a range of optional benefits including vision care and medical and dependent care accounts.
- ◆ Vacation: The annual vacation accrual ranges from two to four weeks per year based on City of Gilroy years of service.
- ◆ Holidays: The City observes 11 paid holidays per year.
- ◆ Administrative/Personal Leave: 56 hours of administrative leave and 44 hours of personal leave is granted in July of each fiscal year. Leave must be used during the fiscal year.
- ◆ Sick leave: Accrued at the rate of 8 hours each month.
- ◆ Additional Benefits: Term life insurance policy equal to annual salary, long-term disability plans and employee assistance plans are provided at city expense.
- ◆ Option to work a 9/80 work schedule with every other Friday off.
- ◆ After completing five years of service, earning more than 95% of the regular salary range for the position for at least one year, and with strong work performance, the employee can earn up to 3% additional pay via the Retention Range Extension program.
- ◆ The current Gilroy Management Association Memorandum of Understanding can be found [here](#).

The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

Paul Kimura or Kristi Ward
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This position will remain open until filled, with a first review of resumes scheduled for September 15, 2023.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or paulk@averyassoc.net or Kristi Ward at 408.507.9378 or kristiw@averyassoc.net.