

LEE COUNTY COMMISSION

Chairman
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Members
Doug Cannon, District 1
Ross Morris, District 2
Gary D. Long, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Fleet Manager	Hours of Availability: Monday-Thursday; 6am-4:30pm
Closing Date: Until Filled	Position Announcement: HWY08-13-2026
Work Location: Lee County, AL	
Division/Department: Highway	
Reports to: Assistant County Engineer II	
☒ Full-time ☐ Part-time	STARTING PAY RANGE: \$57,007.35 - \$65,558.45
JOB SUMMARY: This position maintains a physical inventory of parts to support the maintenance and repair of departmental vehicles and heavy equipment, procures parts, materials, and supplies, prepares requisitions, and works with vendors for the acquisition of parts, maintains and schedules fleet maintenance, service, fuel, and repair data, and maintains equipment warranty, maintenance history, and repair costs for entry into a computer system.	
ESSENTIAL JOB FUNCTIONS: • Maintains physical inventory of parts and supplies for the vehicle and equipment maintenance and repair functions of the departments under the authority of the Lee County Engineer (i.e., Highway Department, Environmental Services, etc.) • Issues parts from inventory, completes required paperwork, and enters data into computer software. • Establishes contact with vendors to secure information on availability, specifications, and price of parts. Secures best price consistent with quality and delivery. Places orders, purchases, and secures purchase orders if necessary for parts, materials, and supplies. Arranges for delivery of parts and/or picks up parts from various vendors when required. • Prepares and assists with requisitions, including specifications, for shop parts, materials, and supplies needed. • Discusses bidding process with vendors. Ensures compliance with Alabama's Competitive Bid law regarding purchases of parts, materials, and supplies. Checks requests with annual and state bids for compliance with bid prices and specifications. • Prepares purchase request forms for purchase orders. Specifies quantity, part number, delivery fees, shipping instructions, and any other requirements. • Prepares invoices and procurement card documentation for shop purchases and submits to the Highway Department Administrator for processing. • Checks parts and supplies received to ensure that materials received are consistent with specifications, quantity, quality, and price. • Maintains records of items in stock, released from stock, special tools, equipment, and prepares reports as required. • Maintains computerized perpetual inventory of parts and supplies. Records registration, serial numbers, and warranty information of vehicles and equipment. • Maintains records of fuel purchased, delivered, and used by the county. • Maintains service and repair data on each vehicle and piece of equipment. Notifies department personnel when their vehicles are due for preventive maintenance and schedules maintenance accordingly. • Assures that parts room and storage area are maintained in an orderly and safe manner. • Files documents, shop work orders, records, and reports as necessary. • Works closely with Shop Supervisor to see that parts required to complete shop work orders are in inventory or can be secured in a timely manner. • Attends meetings, seminars, training and employee events or functions. • Sends e-mails, faxes, makes copies, makes computer entries, creates reports, types documents, and maintains filing system.	

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, equipment, and services for governmental agencies.
- Knowledge of the methods and procedures for purchasing in a governmental environment.
- Knowledge of purchasing procedures, practices, and documentation required.
- Knowledge of county and department regulations, policies, and procedures.
- Knowledge of inventory methods, procedures, and best practices.
- Knowledge of general office and computerized record keeping procedures.
- Knowledge of automotive and heavy equipment parts, mechanics, and repair methods.
- Knowledge of computers and other modern office equipment.
- Knowledge of the basic principles of accounting and budgeting.
- Ability to establish and maintain methods and procedures to assure accurate and complete record keeping.
- Ability to communicate clearly and effectively, both orally and in writing.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in the use of job-related software programs.
- Skill in public and interpersonal relations.
- Ability to deal with a wide range of people, including situations in which individuals may be upset over some issue involved with County activities and policies

QUALIFICATIONS:

- High School diploma/GED and two (2) years of related experience of purchasing in the automotive, heavy equipment, or construction supplies industry.
- Two (2) years of experience in automotive or heavy equipment maintenance and repair, or an equivalent combination of education and experience.
- Possession of a valid State issued driver's license.

HOW TO APPLY: (Previous applicants should reapply.)

- Visit www.leeco.us go to HUMAN RESOURCES click JOB APPLICATION under Related Links
- Completed job application can be faxed to 334-737-3609 or emailed to humanresources@leeco.us by the closing date listed on the job announcement.
- Paper applications are available at Lee County Commission Human Resources office located at 215 South 9th Street Opelika, AL (Second Floor) from 8:30 a.m. to 4:30 p.m.
- Applicants can also apply at the Alabama State Employment Office.

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information** or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).*

