



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Fleet Manager	Opening Date: April 17th, 2026	Application Deadline: Open until filled	Job #: 260403
Department: Purchasing	Starting Salary: \$28.00 - \$32.00/hr	Location: Bastrop, TX	Travel: Moderate

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: This position performs complex and responsible work overseeing the planning, acquisition, upfitting, maintenance coordination, compliance, and lifecycle management of Bastrop County's fleet, including light-duty vehicles, heavy-duty equipment, and specialty units. The Fleet Manager ensures all departments have safe, reliable, and properly documented assets to support operations and serves as the central coordination point for all fleet-related functions across County departments, ensuring standardization, compliance, and operational efficiency. This position is accountable for optimizing fleet performance, including cost efficiency, asset uptime, safety compliance, and long-term sustainability across all County departments.

Knowledge, Skills and Abilities: Demonstrates the ability to effectively communicate and present information to individuals and groups of varying sizes, roles, and professional levels, while accurately recording and disseminating details obtained from helpdesk tickets, telephone conversations, and personal interactions. Possesses working knowledge of motor vehicle and heavy equipment makes and models, as well as applicable Texas Department of Public Safety laws, vehicle registration processes, inspection procedures, vehicle telematics software, and local government procurement practices. Additionally, exhibits strong personal computer proficiency, including the use of Microsoft Office and related software applications.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

[Bastrop County Employment Application](#)

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Fleet Manager

Department: Purchasing

FSLA Status: Non-Exempt

Reports To: Purchasing Agent

SUMMARY: This position performs complex and responsible work overseeing the planning, acquisition, upfitting, maintenance coordination, compliance, and lifecycle management of Bastrop County's fleet, including light-duty vehicles, heavy-duty equipment, and specialty units. The Fleet Manager ensures all departments have safe, reliable, and properly documented assets to support operations and serves as the central coordination point for all fleet-related functions across County departments, ensuring standardization, compliance, and operational efficiency. This position is accountable for optimizing fleet performance, including cost efficiency, asset uptime, safety compliance, and long-term sustainability across all County departments.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Purchasing Agent.

Does not have formal direct supervisory responsibility; however, this position provides functional oversight and direction related to fleet operations, maintenance practices, telematics, and vendor performance across departments and may provide operational direction to ensure compliance with County fleet standards and policies.

TRAVEL

Travel is required during normal business hours within Bastrop County to support fleet operations, inspections, and departmental needs. A County vehicle will be provided for use during business hours; this is not a take-home vehicle.

Travel may include attendance at professional conferences, training, and coordination with external agencies or other governmental entities.

DUTIES AND RESPONSIBILITIES include the following:

- 1. Fleet Operations & Lifecycle Management**
Oversees daily fleet operations, including utilization tracking, lifecycle planning, maintenance coordination, and ensuring reliability and safety of all vehicles and equipment.
- 2. Asset Tracking, Telematics & Reporting**
Oversees and enforces use of fleet telematics systems to monitor utilization, driver behavior, safety, and cost; identifies trends and implements or recommends corrective actions to optimize performance.
- 3. Procurement, Upfitting & Disposal**
Coordinates acquisition, upfitting, and disposal of vehicles and equipment, including use of cooperative purchasing contracts and management of auctions and surplus processes.

4. **Titling, Registration & Insurance Coordination**
Ensures proper titling, registration, and insurance coverage for all fleet assets, including coordination of additions, removals, and claims processes.
5. **Fuel Card & Compliance Oversight**
Manages fuel and maintenance card programs, monitors usage, and ensures compliance with applicable policies, DOT inspections, and regulatory requirements.
6. **Interdepartmental Coordination & Customer Support**
Serves as the primary point of contact for departments, providing guidance, troubleshooting, and support related to fleet operations and asset needs.
7. **Policy Development & Training**
Develops, implements, and updates fleet policies, procedures, and training to ensure safe driving practices, compliance, and operational consistency.
8. **Budget Support & Strategic Planning**
Assists departments and leadership with fleet-related budgeting, replacement planning, and cost forecasting to support long-term operational efficiency.
9. **Maintenance Coordination & Performance Monitoring**
Provides guidance and coordination for vehicle and equipment maintenance while monitoring fleet performance indicators, including cost, utilization, downtime, and maintenance trends; identifies improvement opportunities and implements strategies to enhance efficiency and reduce risk.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.**

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Motor Vehicle Makes and Models;
- Heavy Equipment Makes and Models;
- Texas Department of Public Safety Laws;
- Vehicle Registration Process;
- Vehicle and Heavy Equipment Inspection Process;
- Vehicle Telematics Software;
- Local Government Procurement;
- Personal Computer skills and software, including Microsoft Office;
- Professional Customer Service skills;
- Proper English usage, spelling, grammar and punctuation;
- Standard office policies, procedures, and equipment;

Ability to:

- Effectively communicate and present information to individuals and groups of varying size, role, and professional level;
- Record and disseminate accurate information from helpdesk tickets, telephone conversations, and personal interactions;
- Analyze data and make operational recommendations;
- Interpret and apply policies, laws, and regulations;
- Establish effective working relationships across departments;
- Complete routine business correspondence;
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
- Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
- Establish and maintain effective working relationships with those contacted in the course of the job;
- Work in a safety-conscious environment and to follow and promote good safety practices;
- Handle exposure to potentially hostile individuals;
- Maintain confidentiality of information encountered in work activities at all times;

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials that weigh up to 50 pounds; Climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Preparation of clear and concise reports;

Making sound decisions in a manner consistent with essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

4–5 years of experience in fleet management, mechanical work, or a combination of both

Education:

High School diploma. Associates Degree or Vocational Degree (Trade School Certification) is preferred.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

DRUG & ALCOHOL TESTING:

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

EMPLOYMENT AT-WILL:

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either express or implied.

Employment is at-will and may be terminated at any time by either the employer or employee.