

Title: Fleet Manager
PG: 65
Status: Civil Service
Position Reports to: Public Works Director
Department: Public Works/Fleet Management

Class Code: 1040
Date: 10/08

GENERAL DESCRIPTION OF CLASS:

This is managerial and administrative work managing the City-wide Fleet Management Division and its activities. An employee in this class is responsible for directing, supervising and managing work tasks in the repair, maintenance and reconditioning of City vehicles and equipment. Duties involve managing vehicular inspection activity, vehicular repair and maintenance programs to obtain maximum service. Work includes the analysis of detailed cost records on equipment to determine adequate fleet rates and ensure efficient utilization of the Fleet inventory. Work is performed under the general direction of the Public Works Director.

ESSENTIAL FUNCTIONS:

1. Plans, directs, coordinates and administers all activities and personnel in accordance with all applicable laws, rules, and regulations.
2. Prepares and administers the Fleet Management budget; develops annual fleet rates (labor and fuel, parts and contractual services mark-up) utilizing activity based costing analysis.
3. Prepares annual budget for replacement/maintenance of fleet vehicles and equipment.
4. Administers the development, implementation and monitoring of cost effective methods for parts procurement, materials, tools, equipment, fuel and maintaining parts inventory control.
5. Develops formal written policies and procedures related to fleet management operations.
6. Develops and implements division mission and goals in alignment with departmental goals and organizational priorities.
7. Develops performance measures for the division that can be applied to division goals and developed as workforce performance metrics.

ADDITIONAL RESPONSIBILITIES:

1. Assists Purchasing Division and Department Directors in procurement of vehicles and equipment, including evaluating bids and recommending bid awards. Develops vehicle specifications.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of the principles and practices of automotive repair shop management.
2. Thorough knowledge of the characteristics and maintenance needs of a wide variety of automotive and related equipment.
3. Thorough knowledge of standard repair shop methods, practices, techniques, tools and equipment used pertaining to the repair and maintenance of automotive equipment.
4. Thorough knowledge and ability to apply various computer software programs including word processing, spreadsheets and presentations; Microsoft Office Suite preferred.
5. Thorough knowledge of office and financial record keeping, budget preparation and calculation of fleet rates as applied to automotive maintenance and repair operations.
6. Considerable knowledge of occupational hazards and safety precautions as related to automotive and machine shop practices.
7. Ability to efficiently lead, supervise and manage the work of skilled mechanics, shop workers and technical office staff.
8. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
9. Ability to prepare specifications for additional and replacement automotive equipment and to advise regarding the acceptance or rejection of bids submitted.
10. Ability to communicate effectively, both orally and in writing.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time. Requires the ability to perform routine keyboard operations.

The job risks exposure to no significant environmental hazards.

Requires the incumbent to have normal visual acuity, and field of vision. Requires normal hearing, speaking and color perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in business administration, mechanical engineering or a related field.
2. Six (6) years of Public Fleet Management experience. Six (6) years of progressive supervisory experience.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level three (3) or Completion within twelve (12) months.
6. Must possess or else obtain within twelve (12) months of employment with the City, American Public Works Association's Public Fleet Professional Certification.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.