



Job Title	Fleet Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	3	Job Code	17144

Class Specification – Fleet Manager

Summary Statement:	
<p>The purpose of this position is to manage, supervise and coordinate the activities and operations of City Fleet including contract oversight of the fleet maintenance contract; coordinate fleet repairs with other divisions and departments; oversee employees that support vehicle acquisition and disposal, contract over site, and fuel management; and to provide highly responsible and complex administration for the City Fleet operation.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Manage the city-wide contract pertaining to fleet maintenance; assume management responsibility for the Fleet Operations including contract compliance, and all other regulatory maintenance of the City's vehicles and equipment. Plan, direct, coordinate and review the work plan for City Fleet staff, as well as contract staff associated with fleet maintenance operations.
30%	Assume management responsibility for the replacement of City-owned vehicles and equipment; analyze costs to replace or repair equipment, and make recommendations as appropriate. Develop and administer the annual budget and follow the various budget activities throughout the year associated with the budget process. Serve as the liaison for the City Fleet operations with other divisions, departments and other stakeholders; and negotiate and resolve sensitive issues.
10%	Maintain current technical knowledge on mandated regulatory requirements for fleet operations; ensure compliance, and the compliance of the contractor, with all government, industry and City standards. Select, train, motivate and manage City Fleet personnel, as well as a supportive role for the on-site contracted staff.

Competencies Required:



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Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.

Experience: Five years of full-time fleet maintenance operations and/ or fleet management experience including two years of lead or supervisory responsibility.

Education and Experience Equivalency:



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One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly

Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Shop



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Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Several Times per Week
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2018