

POLICE FLEET MANAGER

NATURE OF WORK

This is responsible supervisory work directing the overall operation of a municipal service garage responsible for the mechanical maintenance and repair of a diverse fleet of Police vehicles and other cars, light trucks and vans from all City departments.

Work involves responsibility for developing, implementing and evaluating policies, procedures and objectives to improve the overall operating efficiency of municipal fleet operations; maintaining a preventive maintenance program to reduce vehicle down time and the cost of equipment repairs; and decreasing the turnaround time for vehicle repair. Work includes developing, implementing and maintaining an effective inventory control program in order to have necessary parts in stock to repair vehicles; estimating the total cost of labor and materials required; and ordering parts and equipment necessary to meet operational requirements. General supervision is received from an administrative superior with work being reviewed in the form of conferences, reports submitted and effectiveness of fleet vehicle operation. Supervision is exercised over employees engaged in the maintenance and repair of fleet vehicles.

EXAMPLES OF WORK PERFORMED

Develops and implements performance objectives to achieve more efficient use of time, staff and available resources; estimates the total cost of labor and materials required in order to monitor effectiveness of performance objectives.

Supervises the work of subordinate employees engaged in automotive maintenance and repair.

Maintains computerized records of preventive maintenance schedules, maintenance repair work performed, vehicle depreciation schedules, vehicle replacement fund accounts, etc.; generates billings as required and monitors accounts receivable.

Provides oversight for a vehicle repair and refueling facility; ensures a secure, safe work environment.

Creates and modifies computer files using standard spreadsheet or database technology.

Orders necessary parts and equipment; maintains appropriate records and prepares reports concerning the overall operation of the service garage; prepares initial budget requests and monitors budget expenditures.

Develops and implements a preventive maintenance program in order to reduce the total number of repairs; determines services to be contracted out in order to reduce down time and costs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of managerial principles, practices, and techniques as they apply to the operation of a fleet of vehicles.

Thorough knowledge of the total operation of a service garage involved in the repair and maintenance of a fleet of vehicles including developing methods of cost control, preventive maintenance, inventory control, and environmental and safety related issues.

Thorough knowledge of the various types of equipment and facilities necessary for maintaining and repairing a fleet of vehicles.

Thorough knowledge of the construction, assembly, maintenance and repair of automotive equipment.

Ability to plan, assign and supervise the work of subordinates engaged in the maintenance and repair of automotive equipment.

Ability to maintain computerized records of repairs, time and parts utilized in the repair and maintenance of fleet vehicles and to use this information to project future trends, vehicle replacement cycles and vehicle costs.

Ability to create, maintain and modify computer spreadsheets, utilizing macro features to automate operation.

Ability to prepare cost estimates of labor and materials required for repair of fleet vehicles.

Ability to prepare budget requests and monitor budgetary expenditures.

Ability to establish and maintain an effective working relationship with co-workers, Police Officers, other City departments and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by specialized vocational/technical school training in the field of automotive mechanics plus thorough experience at the journeyman mechanic level supplemented by considerable experience supervising a group of skilled and semi-skilled workers engaged in automotive repair.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by specialized vocational/technical school training in the field of automotive mechanics plus considerable experience at the journeyman mechanic level supplemented by experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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