

CITY FLEET MANAGER

NATURE OF WORK

This is highly responsible administrative and supervisory work directing the overall management, coordination and direction of a large municipal fleet system.

Work involves responsibility for the development and administration of municipal fleet-related programs, policies, procedures, and for the supervision of personnel responsible for fleet operations and maintenance. This position is distinguished from the Superintendent of Fleet Services classification by its extent of responsibility over the citywide administration of the fleet system. Supervision is exercised over professional, administrative, technical, and clerical employees. Work is performed under the general supervision of the City Finance Director with work being reviewed through reports and results received.

EXAMPLES OF WORK PERFORMED

Oversees the administration, acquisition, maintenance, and management of all vehicles, equipment, and vehicle related services on behalf of the city.

Directs the development and implementation of integrated, citywide fleet solutions providing strategic and operational leadership to fleet superintendents and teams.

Analyzes trends in advanced vehicle technology, assessing the climate and environmental benefits of emerging technology to reduce greenhouse gas and pollutant emissions, and provides strategic solutions to address infrastructure and equipment challenges.

Develops administrative procedures and policies for city fleet operations, planning and/or programs; reviews current programs and policies and recommends improvements.

Prepares, recommends and administers operating budgets and capital improvement programs; monitors expenditures for operating budgets and capital improvement projects.

Initiates, reviews and evaluates city fleet operations studies and plans; initiates special fleet or fueling related studies or updates; develops and implements citywide programs to monitor fleet services.

Develops and implements major fleet planning and operations projects, evaluates existing fleet systems; recommends program and procedural changes.

Collaborates with city fleet personnel, city department representatives, or other interested customers pertaining to fleet policies, services or programs.

Provides and/or coordinates fleet personnel training. Oversees the skill and competency development of fleet personnel based on emerging technologies and/or business strategies needed to support work initiatives. Work collaboratively with fleet superintendents and staff to correct deficiencies.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the modern principles and practices of administration, organization, planning, and operations as applied to the development and implementation of municipal fleet services and programs.

Considerable knowledge of the principles and methods of municipal finance, budgeting, and accounting.

Knowledge of local government fleet management.

Knowledge of regulatory compliance under Federal Motor Carrier Safety rules and regulations and training to prevent unsafe carrier and driver behaviors.

Ability to analyze changing municipal fleet trends within city government and to develop and implement plans and programs to meet city needs.

Ability to plan, organize and monitor fleet spending, pricing models, and use of expenditures to meet business strategies and service delivery.

Ability to express ideas and communicate clearly and effectively, in both oral and written form; and to discuss and convey fleet concepts and terminology with both technical and non-technical staff at all levels within and outside the city.

Ability to establish and maintain effective working relationships with government officials, coworkers, city fleet personnel, and departmental customers.

Ability to plan, assign, coordinate and evaluate the work of administrative, professional and technical employees.

Ability to develop high quality services while preserving safe, clean, functional and well-maintained facilities and vehicles.

MINIMUM QUALIFICATION

Graduation from an accredited four-year college or university with major coursework in business, public or business administration, engineering, planning, construction management, or related field with two years of experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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