

MANAGER, MAINTENANCE & SUPPLY FLEET SERVICES

SUMMARY/PURPOSE: ——— To assist

Under general direction, the Fleet Manager with plan, directing and supervise the operations and staff of the fleet management systems and services program including the procurement, utilization, operation, maintenance of a computerized inventory system, repair, fueling and disposition of all City vehicles and equipment.

FUNCTIONAL AREAS:

1. ——— Establish operational procedures for a computerized inventory system.

* ——— A. ——— Maintain computerized record system ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Measure performance and conduct cost benefit analysis of all Fleet Services functions.

2. Operate and maintain fleet management software systems in order to track inventory and to process work orders and payment invoices, manage duties related to vehicle fueling, and manage fleet work orders.

3. * B. ——— Requisition parts and supplies in a timely manner and maintain adequate stock levels by forecasting seasonal demands, departmental needs, preventative maintenance activity, and general stock trends.

4. * C. ——— Manager the rolling stock Capital Equipment Program.

5. Organize storage facility and operate equipment to receive, store, and move stock.

6. * D. ——— Protect stock from destruction, abuse, fire and theft.

7. ——— E. ——— Inspect stock received to verify conformance to specifications prior to authorizing payment.

8. ——— F. ——— Prepare order for delivery, distribute stock, and maintain records of materials issued.

9. * G. ——— Authorize Manage and approve expenditures and purchase materials within established limits of authority.

10. * H. ——— Investigate Research new products, collect bids, and make price comparisons for parts and equipment.

11. * I. ——— Prepare Manage shipments and send out freight and equipment for repairs, return, or auction sale.

2. ——— Organize and direct the work activities of assigned personnel.

12. * A. ——— Prioritize, assign work, and coordinate schedules, and supervise of personnel to ensure completion of work.

13. * B. ——— Effectively recommend the hire, transfer, promotion, suspension, or discharge of subordinate personnel.

14. * C. ——— Establish work standards and conduct employee evaluations.

15. * D. ——— Monitor work sites to ensure compliance with established methods, guidelines, and procedures.

16. ——— E. ——— Train personnel in the care and preservation of materials and equipment and in correct and safe operating procedures.

17. ——— F. ——— Effectively recommend adjustments or other actions in employee grievances.

18. * G. ——— Delegate authority and responsibilities to others as needed.

19. * H. ——— Disseminate information to employees through oral and written communications.

3. ——— Assist the Fleet Manager in the operation of a fleet management program.

20. * A. ——— Prepare, review, and monitor the parts fleet budget.

21. ~~* B.~~ Process paperwork from all Fleet shops, including work orders, parts use, invoices, and PAFs.
22. ~~* C.~~ Design, maintain, and operate computer inventory systems.
23. ~~* D.~~ Maintain regular verbal and written correspondence with shop personnel, vendors, and other departments and outside organizations.
24. ~~E.~~ Coordinate and perform tasks related to licensing City vehicles, including budgeting for, ordering, purchasing, and delivering license plates, tabs, ~~and titles,~~ vehicles, equipment, and supplies.
25. ~~* F.~~ ~~Assist in d~~Designing and monitoring a preventative maintenance program for all City vehicles and equipment.
26. ~~G.~~ ~~Assist shop supervisor with~~ manage the scheduling, diagnosisng, and inspectionng of vehicle repair and maintenance.
27. ~~* H.~~ Effectively recommend, develop and implement new or improved office procedures.
28. ~~* I.~~ Manage fixed asset property records for all property transactions.
29. Assist City departments in leasing and managing equipment.
30. Manage training sessions and training records for Fleet employees.
31. ~~Maintain~~ Manage GPS training, installation, notifications, reporting, and troubleshoot as needed.
32. Manage Fleet building security system.
33. Serve as a member to the Accident Review Board.
34. Perform other related duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education and Experience Requirements

- ◆ ~~A. A.~~ Three (3) Five (5) years of verifiable supervisory experience in a position responsible for budget preparation, inventory control, procurement, operation and maintenance of ~~t~~ and storage of materials and supplies related to fleet maintenance and repair vehicles, or a combination of equivalent training and education.

2. License Requirements:

- ◆ ~~A. A.~~ Possession of a valid Minnesota Class "B" commercial driver's license or privilege upon appointment and thereafter.

3. Knowledge Requirements:

- A. A. Extensive knowledge of current trends and technological developments pertaining to procurement, utilization, operation, budget/cost allocation, and fuel/maintenance.
- ◆ ~~B.~~ Knowledge of the methods, equipment and materials used for inspecting, diagnosing, repairing and maintaining vehicles and related equipment.
- ◆ ~~C.~~ B. Knowledge of the principles and practices of automotive repair shop management.
- ◆ ~~D.~~ C. Knowledge of the professional and technical standards of fleet management.
- ◆ ~~E.~~ D. Knowledge of applicable Federal and State occupational safety and health standards.
- ◆ ~~F.~~ E. Knowledge of state vehicle laws and defensive driving techniques.
- ◆ ~~G.~~ F. Knowledge of budgetary practices.
- ◆ ~~H.~~ G. Knowledge of basic office procedures.
- ◆ ~~I.~~ H. Knowledge of accepted supervisory practices.

4. Skill Requirements:

- A. Skill in business practices applicable to fleet management (i.e., system analysis, computer utilization, and financial record keeping)
- B. A.—Skill in materials management and inventory control methods and procedures, including bidding, interpreting parts manuals, ordering, purchasing, receiving, issuing, and recording inventory.
- C. Skill in directing the operation of the vehicle management information system.
- ◆D. Skill in establishing and standardizing vehicle replacement policies and developing a preventative maintenance program.
- E. _____ B.—Skill in operating forklifts and other heavy equipment as required.
- ◆F. C.—Skill in effectively communicating verbally and in writing.
- ◆G. D.—Skill in performing accurate mathematical calculations for the purpose of developing and maintaining parts budget and purchasing equipment and supplies.

5. Ability Requirements:

- A. A.—Ability to prioritize work.
- ◆B. Ability to establish an information system to support for internal auditing and billing.
- ◆C. B.—Ability to supervise and train personnel in proper use of parts and equipment.
- ◆D. C.—Ability to monitor operations, maintain accurate records, analyze data for budgets and purchasing, and prepare required reports.
- ◆E. D.—Ability to establish and maintain effective working relationships with supervisors, subordinates, and the public.
- ◆F. E.—Mechanical ability.
- ◆G. F.—Ability to work and make decisions under pressure.

G. _____

6. Physical Ability Requirements

- ◆A. Ability to use a computer to prepare and maintain work orders, invoices, parts use, etc.
- ◆B. H.—Ability to occasionally work outside in all types of weather.
- ◆C. I.—Ability to lift or carry parts and equipment weighing up to 60 pounds.
- ◆D. J.—Ability to work rotating shifts or be on-call as necessary.
- ◆E. K.—Ability to attend work on a regular basis.

HR:	Union: Supervisory	EEOC: Paraprofessionals	CSB: 20020515__	Class No: 1754
WC: 8810	Pay: **1040-1050	EEOF: Other	CC: 20020624__	Resolution: 02-0404R_____