

FLEET MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position has responsibility for the management of fleet operations, including responsibility for preventative and demand maintenance, purchasing of automotive vehicles and equipment, technical training of employees, and the instituting of safety standards. This position does not include responsibility for the vehicles, equipment, or repairs for the Highway Department. Work is performed under the general direction of the Deputy Commissioner of Public Works-Buildings and Grounds. Supervision is exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the maintenance, operations, and repairs of fleet vehicles which includes automobiles, trucks, and construction equipment;
Supervises the repairs to equipment, machinery, motors, and pumps;
Establishes and administers a vehicle replacement program for the County-owned vehicles;
Implements and maintains a computerized records database for County vehicles;
Manages pool vehicles and coordinates their assignment;
Oversees the registration of County-owned vehicles with the New York State Department of Motor Vehicles, and maintains records of all registrations, titles, licenses, and other pertinent documentation;
Supervises staff involved in the activities associated with fleet management;
Recommends fleet replacement during annual budget process for County-owned vehicles and equipment;
Deals with authorized dealers, contractors, vendors to secure equipment and vehicles;
Creates and establishes fleet policies and procedures, including vehicle assignment, replacement recycling, personal use, and accident reporting;
Prepares and writes specifications for automotive vehicles, equipment, and materials;
Monitors warranty usage for entire fleet;
Estimates costs and sells off obsolete or surplus vehicles and equipment to auction company or public sales;
Develops and implements a preventative maintenance program for the entire fleet;
Recommends appropriate methods and repairs to recondition the fleet.

FLEET MANAGER-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of fleet management;
Thorough knowledge of the maintenance, operation, and repair of all types of vehicles and equipment;
Thorough knowledge of vehicle and equipment maintenance programs;
Good knowledge of repair costs;
Working knowledge of the principles and practices of supervision;
Ability to communicate effectively both orally and in writing;
Ability to interpret technical reports and instructions;
Ability to operate a personal computer to both record and analyze data related to fleet operations and maintenance;;
Ability to establish and maintain effective working relationships;
Mechanical aptitude;
Dependability.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college, university or technical school with an Associate's Degree or certificate in automotive technology, automotive mechanics, or a closely related field and one year of supervisory, managerial, or administrative experience in fleet management in a corporate or government setting; OR

B) Graduation from high school or possession of an equivalency diploma and three years of supervisory, managerial, or administrative experience in fleet management in a corporate or government setting;
OR

C) Graduation from high school or possession of an equivalency diploma and six years of experience in the skilled maintenance and repair of vehicles and equipment in a corporate or government setting, that involved the supervision or overseeing of subordinate employees work.

SPECIAL REQUIRMENT: Possession of a valid driver's license to operate a motor vehicle in the State of New York will be required at time of appointment and maintained while on this title.