

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE: 1041
8/4/97

FLEET MANAGEMENT DIRECTOR

NATURE OF WORK

This is managerial and administrative work managing the City-wide Fleet Management Department and its activities.

CLASSIFICATION STANDARDS

The single position allocated to this classification reports to the Deputy City Manager and works under general direction. Work in this class is distinguished from higher classes by its emphasis on comprehensive fleet management and from lower classes by its overall departmental responsibility for all Fleet Services for General Government, Gainesville Regional Utilities, Regional Transit System, Gainesville Police Department and Gainesville Fire/Rescue Department.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, directs, coordinates and administers all activities and personnel of the City-wide Fleet Management Department in accordance with all applicable laws, rules, regulations and directions from City government.

Coordinates Fleet Services activities with the functions of other City departments including General Government and Gainesville Regional Utilities and private and public agencies.

Prepares annual budget for replacement/maintenance of fleet vehicles and equipment.

Prepares, submits and monitors annual departmental budget.

Develops and establishes vehicle lease rates for General Government's fleet to satisfy the structure of an Enterprise Fund.

Makes long and short range plans for department.

Administers the development, implementation, and monitoring of cost effective methods for parts procurement, materials, tools, equipment, fuel, and maintaining parts inventory control.

Administers development, implementation, and maintenance of an Automated Equipment Management Information System and Automated Fuel System.

Develops procedures to ensure conformance with Department of Environmental Regulation (DER), State and county ordinances and policies regarding underground fuel tanks and hazardous waste resulting from fleet related functions.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Develops, establishes and maintains procedures and policies for fleet maintenance operating functions.

Participates in labor agreement administration.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May act in absence of supervisor.

Assists Purchasing Departments and Department Heads in procurement of vehicles and equipment, including evaluating bids and recommending bid awards. Develops vehicle specifications.

Prepares contractual agreements, reviews language, and makes modifications and redrafts as required.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with major course work in public administration, business administration, or engineering, and five (5) years public fleet management experience plus two (2) years supervisory experience, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Master's degree in Business Administration preferred.

SELECTION FACTORS

Thorough knowledge of principles and practices of effective administration and supervision.

Considerable knowledge and experience in automotive mechanics and design, vehicle applications, and performance.

Thorough knowledge of laws, ordinances, regulations and statutes which govern fleet functions.

Thorough knowledge of principles and practices of effective administration and supervision.

Knowledge of governmental budget procedures.

Ability to communicate effectively, both orally and in writing.

Ability to plan, assign, delegate and direct work of administrative and supervisory personnel.

Ability to conduct technical inspections of work performed by fleet maintenance staff.

Ability to develop long term plans and programs and to evaluate work accomplishments.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Human Resources Department: Signed original on file in Human Resources / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94;8/4/97