ASHEVILLE, NORTH CAROLINA

Classification Specification

Manager, Fleet
Job Code: 4190
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to manage day-to-day operations and staff involved in the maintenance of City-owned vehicles, fuel stations, and parts stockroom.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and maintains department standard

operating procedure manuals.

Manages fleet maintenance operations: manages and participates in vehicle and equipment troubleshooting; provides guidance and direction to subordinate staff to address maintenance and repair issues and to optimize operations; determines method of repairs, as well as cost and time effectiveness; tests vehicle and equipment following repairs; coordinates with repair vendors, as needed; request bids for repair services and negotiates prices; enters into repair contracts; drops off and picks up vehicles from repair vendors; verifies accuracy of invoices and processes for payment; enters and maintains repair, maintenance, and cost data into department software; and conducts formal and informal customer service surveys.

Manages vehicle acquisitions and disposals: develops and implements vehicle and equipment replacement criteria and policy; reviews operational plans and budgets for vehicle acquisitions; develops and maintains specifications for vehicle and equipment, Requests for Proposal, and related documents; analyzes bid packages, recommends vehicle and equipment purchases, and participates in bid selection; generates purchase requisitions; coordinates purchase and delivery of vehicles and related accessories; reviews and approves disposition of vehicles; coordinates removal of accessories and sale of retired vehicles and equipment, including advertising, providing potential buyers information, and ensuring titles are available and license tags are returned.

Manages stockroom operations: monitors and provides guidance and/or approval regarding the use of procurement card, purchasing policy, requisitions, work orders, and related processes; approves changes to par quantities and stock items; ensures stock rotation; researches new parts; coordinates with part vendors; negotiates, prepares, and executes parts purchasing contracts; coordinates inventory checks; runs, updates, and maintains parts used reports, records, and related operational data; and ensures compliance with local, state, and federal procurement policies, procedures, rules, and regulations.

Manages maintenance of assigned facilities, including garage, fueling station, and fuel pumps: monitors building security and alarm systems; ensures overall cleanliness and safety of facilities; contracts for janitorial service and landscaping needs; coordinates maintenance and repairs as needed; manages required permits and related compliance and renewals; maintains appropriate fuel levels to allow for continued operation of vehicles and equipment; and coordinates fuel requisitioning, accepting deliveries, and approving invoices.

Develops and implements Fleet Division budget: recommends budget allocations for staffing, equipment, capital improvement, and service delivery needs; reviews and approves expenditures and budget transfers as needed; monitors expenditures and revenues to ensure compliance with approved budget; and maintains related documentation.

Manages fleet software and data: ensures all assets and supporting information are included in the database, including year, make, model, engine, type, expected lifespan, fuel capacity, color, etc.; updates records when vehicles are purchased or sold; ensures entry of maintenance and fuel charges, parts inventory, etc.; utilizes software to aid in determining vehicles and equipment eligible for replacement, to perform monthly internal billing, and to prepare and submit related reports.

Performs related duties in support of fleet operations: provides training regarding vehicle and equipment operation to staff from other divisions and departments; coordinates with other departments regarding vehicle replacement, including timing of purchases and budget allocations; and prepares and presents staff reports to City Council as required.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, practices, trends, and advances in fleet management; reads professional literature; maintains professional affiliations; and attends meetings, workshops, hearings, and training sessions as required.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, vendors, outside agencies and organizations, and other individuals as needed to coordinate work activities, review

status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, price lists, timesheets, bid packages, Fire Department accreditation reports, fuel charges, fleet billing, vehicle replacement policies and reports, staff reports, disciplinary documents, contracts, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Automotive Technology, Business Management, or a related field required; supplemented by seven years of progressively responsible experience in fleet services and management, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain Fleet Management certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated

activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.