

FLEET MANAGEMENT DIRECTOR

MAJOR FUNCTION

This is a highly responsible professional position directing efficient and effective delivery of County Fleet services by providing County departments with safe, reliable, and economical sound transportation and related support services that are responsive, while conserving vehicle value and equipment investment.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Provide “Centralized Management” to maximize vehicle/equipment utilization. Serves as the Fleet Consultant during long range planning, for other departments, while ensuring cost effectiveness in managing the procurement and disposal of all county vehicles/equipment.
- Establishes department standards and procedures. Develop and maintain a departmental “long range” plan for organizational changes, technical and non-technical training, safety and quality control and improvement of customer satisfaction.
- Administers and manages the budget and the daily operations of the Fleet Department.
- Provide a quality vehicle and equipment repair service in conjunction with a preventive maintenance program. Responsible for the administrative and /or mechanical maintaining over 800 vehicles/equipment.
- Analyzes department productivity and provides recommendation for outsourcing certain functions that are not cost effective for the County.
- Prepares, analyzes and administers department budget and records to ensure all functions are performed in the most cost effective manner.
- Develops and implements methods to reduce departmental costs such as reducing inventory stock and establishing inventory control methods.
- Maintains a Fleet Replacement Plan to minimize maintenance cost.
- Devise formal policies and procedures regarding inter-departmental transactions.
- Manages the fuel purchasing and usage program, and establishes instructions on obtaining fleet services. Manages the local and remote fuel dispensing site and insures DEP and EPA standards are maintained.
- Responsible for the facility security and accountable for the use and condition of operational equipment and tools.
- Maintains a tool inventory program including the location and amount of employee issued hand tools.

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SECONDARY FUNCTIONS

- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to County employees and members of the general public. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct supervision over a number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor degree from a four-year college or university, and 10 years of responsible experience in fleet maintenance and fleet operations, with at least five years in a supervisory capacity, or an equivalent combination of training and experience

Licenses

Possession of a valid Florida Driver License.

JOB SKILLS

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

Language Skills

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and members of the general public.
- Ability to write reports, business correspondence and procedure manuals.

Mathematical Skills

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- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, percentages, and ratios to practical situations.

Problem Solving Abilities

- Ability to apply principles of logical or scientific thinking to a wide range of technical and practical problems.
- Ability to define problems collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Ability to effectively organize and utilize manpower and equipment in accomplishing organizational goals and objectives.
- Considerable knowledge of automotive and mechanical sciences.
- Thorough knowledge of the applications of complex procedural guidelines, policies, automotive and safety regulations.
- Ability to comprehend, interpret, analyze and apply such provisions.
- Ability to deal effectively with business, technical and clerical employees.
- Ability to establish an internal technical training program.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, two-way radio, and other general office equipment in the completion of the tasks of the position.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stoop, kneel, crouch, or crawl, and lift up to twenty-five pounds; will regularly be required to stand, walk, sit, and reach with hands and arms, and will frequently be required to use hands to finger, handle, or smell, talk or hear and taste or smell. Special vision requirements include close, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The noise level will be range from quiet to loud.

Established: 10/99

Pay Grade: 24

Job Description Number: 1045

Category:1

Status: E

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