

FLEET SERVICES DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Fleet Services Director is responsible for planning, organizing, coordinating, staffing, and directing the activities of the Fleet Services Department. Work includes planning and directing the effective and efficient maintenance, repair, purchase, and disposal of City vehicles and equipment. In addition, the employee supervises a staff of supervisors and other personnel and has overall responsibility for equipment management, program administration, and budget preparation and administration. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Fleet Services Director is supervised by the Deputy City Manager who evaluates performance through conferences, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Mechanical Engineering, Business Administration, Public Administration, or a related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in public sector fleet management is highly desirable. Graduation from an accredited college or university with a Master's Degree in Public or Business Administration, or a related field is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, management, and public officials in order to exchange data related to the activities and job responsibilities of the Fleet Services Director. Prepares written documents, letters, and memos to provide the Deputy City Manager with status reports on objectives achieved, issues encountered, and recommended operational improvements.

Manual/Physical: Reviews the work products of others to ensure compliance with required policies as defined by the City Council, City Manager, and Deputy City Manager. Operates standard office equipment to perform functions of position.

Mental: Plans, organizes, directs, and coordinates resource utilization in Fleet Services. Supervises and evaluates the work of subordinate administrative staff. Prioritizes and assigns work to administrative personnel. Resolves procedural, operational, and administrative problems by communicating with Fleet Services Department management, City management, and other department personnel. Coordinates program functions with other City departments. Develops divisional policies and procedures, short- and

long-term objectives, and Mission Statements. Conducts research and analyzes recommendations, requests for bids and purchases, and statistics in order to develop policies and procedures. Oversees the preparation of, and administers, the Fleet Services Department budget. Comprehends and makes inferences from written materials.

Knowledge and Abilities:

Knowledge of:

the theories, principles, and practices of effective public administration, with special reference to departmental personnel and budget administration;
the activities, objectives, and ideals of fleet service programs;
governmental organization and management, including informational needs and operational procedures observed in the maintenance of records and preparation of reports;
basic principles of organization and budget preparation; and
the theories, principles, techniques, and applications of fleet services to a City government.

Ability to:

plan, organize, staff, direct, and coordinate the overall work activities of the Fleet Services Department;
prepare and monitor the budget for Fleet Services;
analyze information, statistics, and reports on divisional activities;
establish and maintain effective working relationships with staff and City officials;
resolve complex problems involving diverse functional areas;
develop plans designed to maintain inter-divisional efficiency and responsiveness;
develop plans designed to maintain and/or enhance efficiency and responsiveness; and
make effective oral and written presentations.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Minimum Qualifications 12/14

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CS5808.DOCX

PAY GRADE: E07

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

PAY PLAN E01-E14