

## **FLEET SUPPORT SERVICES ADMINISTRATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Fleet Support Services Administrator is responsible for performing administrative work involved in planning, organizing and directing the effective, efficient and economic management of Support Service Operations in Fleet. This involves overseeing the day-to-day operations of Fuel Services, Parts Service, Administration and Business Services, including contract administration, regulatory compliance and audit adherence. Fueling facilities must comply with state and federal regulations and meet stringent inspection standards, which prompted the creation of an Administrator position to manage these areas and ensure these standards are met. The areas of responsibility are designed to provide administrative expertise for the Service Operations of Fleet, cost-effective parts availability to ensure repairs are completed in a timely cost-effective manner and ensure fuel is available for the entire City fleet.

Work includes: providing supervision and leadership to staff; directing the efficient fueling and inventory management; oversight of daily operations, budget administration and monitoring of related expenditures; evaluating the work of subordinates on multiple shifts and locations (requiring periodic supervision on each shift); serving as an advisor to the Fleet Support Services Director on activities and issues; establishing short and long range strategic plans; developing and implementing program goals, objectives and benchmarks; reviewing and evaluating operations and activities; selection, training and evaluation of personnel; directing the implementation of policies and operating procedures to increase efficiency and effectiveness; overseeing acquisition of specialized equipment, materials and supplies; and establishing partnerships with Fleet agencies to improve efficiencies.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Fleet Support Services Administrator is expected to exercise considerable initiative and independence in managing the overall day-to-day activities of the Support Service Operations. The employee in this class receives administrative supervision from the Fleet Support Services Director, who reviews work through reports, conferences, and overall results achieved. This class is FLSA exempt-executive.

### **QUALIFICATIONS**

**Minimum Qualifications Required.** Graduation from high school or GED. Considerable (3 - 5 years) experience in the administration or supervision of Fleet Support Operations or closely related field.

**Special Requirements.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor's Degree in Business Management, or a related field is highly desirable. ASE certifications in applicable work duties are highly desirable.

### **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with Fleet management, subordinates and representatives from other City departments, vendors, and contractors to establish and maintain effective working relationships. Instructs and trains subordinates. Provides Fleet management with status reports on objectives achieved,

problems encountered, and suggested operational improvements. Prepares and updates schedules to ensure the availability of personnel. Prepares written documents including performance appraisals and various reports. Incumbent must be able to provide both written and verbal communication specific to the target audience.

**Manual/Physical:** Provides training or training opportunities to insure staff works safely and efficiently. Operates a variety of standard office equipment including a personal computer, facsimile machine, copier and calculator. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes directs and coordinates resource utilization at assigned location. Monitors budget and reports at assigned location to validate fiscal responsibility and proper maintenance practices. Assists in the development and implementation of: changes in operating procedures, staffing, products and materials used, work policies, quality control procedures, etc., to provide direction and leadership to Fleet Services operations. Comprehends and makes inferences from written material. Identifies and addresses/resolves personnel related issues in accordance with federal, state, laws and regulations and City Policies and Personnel Rules. Assists Fleet management in the development, implementation, and support of acceptable practices, processes and procedures. Learns job-related material in classroom settings with a focus on personnel, financial, and analytical areas of this position.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices of fleet management and operation;  
federal and state regulations relating to vehicle maintenance facility operations;  
computerized maintenance systems and other computer programs for analysis of data;  
general training needs of, and the techniques, practices and materials used by Fleet Services staff;  
modern principles of organization and management including, principles and practices of employee supervision, evaluation, and training; and  
needs of other City departments as related to vehicles and equipment.

Ability to:

plan, organize, staff, direct, and coordinate overall work activities;  
effectively develop, train, evaluate, and direct subordinate;  
analyze operations, discern problems and provide feasible solutes;  
monitor budget; and  
establish and maintain effective working relationships with upper management, subordinates, other City employees, vendors, contractors, and public officials.

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 Industrial Code 1/15

PK/fl/pa

CS4987.DOCX

EEO- O/A

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 81-200

PAY GRADE: 51

SECURITY-No

CDL-No

IND-8380

SWORN-No