

SENIOR FLEET MANAGER

Job Code	Pay Grade
12998	SM5b

Nature of Work

This is highly responsible supervisory and delegated administrative work managing and coordinating assignments over a large and extensive fleet maintenance and repair operation. Primary duties involve coordinating and directing a large staff through intermediate level supervisors responsible for an extensive fleet maintenance and repair program to support major fleet operations for automotive, truck, and heavy equipment. Duties also include performing administrative activities involving development of an action register recording achievement of goals and objectives, monitoring maintenance/repair schedules, assisting in evaluation of current service levels, and making recommendations relative to service level improvements. The incumbent also supports complex information systems to enhance operations. Responsibilities include coordinating the automated equipment management system/functions, productivity studies, and improvement efforts as well as analysis/evaluation of equipment performance and utilization. The incumbent reports to the Manager, Fleet Operations or designee.

Minimum Qualification Requirements

- 6 years experience in the operation of a large automotive and equipment fleet facility that includes supervision or supervisory training; or
- Bachelor's degree with major coursework in business administration, public administration, or a related field and 2 years experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises and coordinates operational aspects of a large and extensive fleet maintenance and repair program involving, but not limited to, automotive, truck and heavy equipment.
- Assists in evaluation of existing service levels; makes recommendations relative to service level improvements.
- Monitors equipment performance and operations through review of equipment management system output reports.
- Reviews, maintains and updates GEMS 2000 system operations master file.
- Researches data and prepares special reports as directed; recommends alternative solutions for correction.
- Monitors maintenance and repair scheduling.
- Performs various delegated administrative activities and develops required narratives relative to equipment condition.
- Coordinates in-house staff training and familiarization programs.
- Assists in preparation of operational budgets.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of principles and practices of large fleet maintenance and repair operations, and skill in management practices and concepts.
- Knowledge of methods and techniques relevant to all phases of fleet management, including cost and billing procedures used in vehicle control.
- Knowledge of the capabilities, maintenance, and limitations of all types of light and heavy fleet equipment.
- Knowledge of sources of information concerning automotive fleet planning.
- Skill to implement and monitor programs promoting safe driving and working practices.

SENIOR FLEET MANAGER (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to plan, direct, assign, instruct, review and evaluate assigned personnel; establish and maintain effective working relationships with subordinates, superiors, governmental officials and the public.
- Ability to communicate technical information, orally and in writing, in a manner understandable to various audiences.
- Ability to apply computer applications and software to operate a personal computer to research, analyze, manage budget/performance activities, prepare presentations/reports/papers as well as to enter and retrieve information, monitor work performed, and to communicate information.

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Revised	EEOC Code	Overtime Code
4/11	Officials & Managers	Exempt