

MANAGER, FLEET OPERATIONS

Job Code	Pay Grade
13000	SM3a

Nature of Work

This is highly responsible technical, administrative, supervisory, and management work in planning and directing the Fleet Operations Division of Pinellas County. Work involves planning, directing, and reviewing the work of subordinate supervisors and support staff engaged in vehicle and equipment repair and maintenance, new vehicle and equipment acquisition, surplus, fuel program, emergency generator program, welding and fabrication, and parts management. Duties also include responsibility for specification writing, managing budgets, contract administration, fleet planning, safety, and training, as well as, emergency management and evacuation-related response. The incumbent exercises considerable independent judgment and initiative in carrying out daily operations of the organization that includes decisions on priorities, schedules, and operating budget. The position reports to the Director, Real Estate Management or designee.

Minimum Qualifications Requirements

- 8 years experience in the operation of a large automotive and equipment fleet facility that includes 2 years as a manager or supervisor; or
- Bachelor's degree in public or business administration, or a related field and 4 years experience as described above; or
- An equivalent combination of education, training and experience.

Appointing Authority May Also Require

- Florida Driver License or Florida Commercial Driver 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 the position.

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

- Plans, directs, coordinates and supervises the activities of personnel engaged in the various functions of the Fleet Operations program which includes vehicle and equipment maintenance and repair, new vehicle and equipment acquisition, surplus, welding and fabrication, fuel program, emergency generator program, and parts management.
- Develops and implements program practices and procedures for the Fleet Operations Division.
- Directs and participates in the selection, placement, promotion, training, development, safety, discipline, and appraisal of personnel.
- Directs the preparation of the budget of the Fleet Operations Division and makes procedural and operational recommendations.
- Coordinates work activities and programs of the Fleet Operations Division with other county work programs and projects.
- Supervises and participates in safety and training programs.
- Prepares specifications for new vehicles and equipment.
- Manages county surplus function to include miscellaneous and rolling stock surplus.
- Prepares reports on efficient and proper use of fleet vehicles and equipment and makes other reports as required.
- Establishes and maintains effective working relationships with subordinates, superiors and other county departments.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of efficient Fleet Operations.
- Knowledge of specification writing.

MANAGER, FLEET OPERATIONS (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of recent developments and sources of information in the field of fleet planning.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of cost and billing procedures used in vehicle control.
- Knowledge of all phases of driving and safe working practices.
- Knowledge of the capabilities, care, and limitations of all types of light, medium and heavy duty fleet vehicles and equipment.
- Ability to apply computer applications and software.
- Ability to plan, direct, assign, instruct, review, and evaluate Fleet Operations Division personnel.
- Ability to present programs and ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, superiors, governmental officials and the public.

For official use only

Revised	EEOC Code	Overtime Code
3/16	Officials & Managers	Exempt