

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Fleet Services Manager		
<b>Job Code:</b>	MG1701	<b>Job Family:</b>	Management
<b>Pay Grade:</b>	611	<b>Date Created:</b>	2/3/2017
<b>FLSA Status:</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Plans, directs and manages activities and operations of the Fleet Division/Property Management Department including direct management of assigned sections; coordinates assigned activities with other sections; and provides highly responsible and complex administrative support to the Assistant Director of Property Management (City of Fort Worth Fleet Manager) for the Fleet Division.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Assumes full management responsibility for all assigned section services and activities including program and operational functions; recommends and administers policies and procedures.
2. Assists in the management, development, and implementation of fleet division goals, objectives and policies.
3. Establishes, within city policy, appropriate services and staffing levels; monitors and evaluates the efficiency and effectiveness of services offered by the fleet division; allocates resources accordingly.
4. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned equipment technical programs; works with subordinate employees on the continuous improvement of programs and services.
5. Assists in the planning, directing, and coordinating of the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; identifies and resolves problems.
6. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

7. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates employee training; works with subordinate employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the department budget; monitors expenditures and revenues; directs all related procurement and inventory systems.
9. Provides staff assistance to the Assistant Director of Property Management for the Fleet Division; represents the department to other departments; prepares and presents staff reports and other necessary correspondence.
10. Provides responsible staff assistance to the Assistant Director of Property Management for the Fleet Division; acts on behalf of the Assistant Director in their absence.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices related to the design and operation of fleet related equipment, vehicles, trucks and specialized equipment.
  - Principles and practices of automotive repair and maintenance.
  - Principles and practices of fuel management.
  - Principles and practices of program development and administration.
  - Municipal budget development and administration procedures.
  - Record keeping and methods of utilizing equipment information.
  - Equipment specifications and cost bidding procedures.
  - Equipment disposition and auction service procedures.
  - Tools and equipment utilized for maintenance of equipment and vehicles.
  - City personnel policies and procedures.
  - Safety rules and regulation related to work procedures, equipment, and usage of materials.
  - Operation of computers in essential function of the division.
  - Modern and complex principles and practices of management.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations related to fleet and fuel systems.
- **Ability to:**
  - Manage a comprehensive fleet services program.
  - Oversee, direct and coordinate the work of lower-level staff.
  - Select, supervise, train and evaluate subordinate employees.

- Develop and administer department goals, objectives and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and explain City architecture policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.
- **Skill in:**
  - Organization and time management.
  - Critical thinking and problem solving.
  - Computers and applicable software.
  - Customer service.
  - Interpersonal relations.
  - Public speaking.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in automotive engineering, mechanical engineering, public administration, business administration, industrial technology, or a related field and four years of increasingly responsible experience in maintaining a mixed fleet of vehicles and equipment including one year of supervisory and administrative experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

Possession of a recognized fleet management certification: Certified Automotive Fleet Manager (CAFM), Certified Equipment Manager (CEM), Certified Public Fleet Professional (CPFP) or the ability to obtain within one year of hire.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, and balancing.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.