

FLEET MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is primarily managerial work involving responsibility for the development and implementation of policies and procedures for the acquisition, maintenance, and coordination of a large fleet of County-owned vehicles. This position does not include responsibility for vehicles, equipment and/or repair shops under the direction of the County's Superintendent of Highways or for the supervision of staff associated with vehicles and equipment and/or repair shops under the direction of the County's Superintendent of Highways. The work is performed under the direction of the Commissioner of General Services, and supervision is provided to professional and technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops policies and procedures for the acquisition and maintenance of a large fleet of County-owned vehicles;

Directs the operation of County automotive repair shops;

Formulates a repair and preventive maintenance program for County-owned vehicles and heavy equipment;

Establishes and administers a vehicle replacement program for County-owned vehicles and heavy equipment;

Oversees the registration of County-owned vehicles with the New York State Department of Motor Vehicles, and maintains records of all registrations, titles and other pertinent documentation;

Implements and maintains a computerized records database for all County vehicles;

Reviews and recommends contracts for outside repair and rental of automotive equipment;

Oversees countywide fuel storage tanks, providing inventory controls and fuel dispensing equipment;

Manages fuel programs and participates in the development and evaluation of the use of alternative fuels;

Manages pool vehicles at various County locations and coordinates their assignment;

Recommends fleet replacement during annual budget process for County-owned vehicles and related heavy equipment;

Supervises staff involved in the activities associated with fleet management;

Prepares reports concerning operational effectiveness and service levels to management, elected officials and media.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of fleet management; thorough knowledge of vehicle and heavy equipment maintenance programs*; good knowledge of the principles and practices of supervision; ability to communicate effectively, both orally and in writing; ability to interpret technical reports and instructions; ability to use software packages relevant to fleet management*; ability to use computerized fleet management information and automated fuel dispensing systems*; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree and three (3) years of supervisory, managerial or administrative experience in fleet management in a corporate or government setting.

(over)

NOTES:

1. Additional years of the required experience may be substituted for college on a year-for-year basis, up to four (4) years.
2. Possession of a valid driver's license at the time of application, which must be maintained throughout the course of employment.

SPECIAL REQUIREMENT: At the time of appointment and periodically throughout the course of employment the appointing authority shall verify possession of a valid driver's license, which is appropriate to the kind and size of vehicle to be driven.

*To be demonstrated during the probationary period.