

CLASS SPECIFICATION FOR
Automotive Fleet Manager

GENERAL STATEMENT OF DUTIES: Formulates plans and implements programs for the management of the County's automotive fleet, overseeing the maintenance and replacement of all automotive equipment, the leasing of vehicles to departments and the operations of automotive refueling sites; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single-position class is responsible for the overall management of the County's automotive fleet program, which includes the complete inventory of all General Government and Schools automotive equipment. The work is performed under the general supervision of the Assistant Director of General Services for Support Services. The incumbent exercises general supervision over professional, trades/technical and clerical support personnel.

EXAMPLES OF WORK (illustrative only):

- Develops policies and rules and regulations for the operation of the County's Motor Pool at various locations and submits these recommendations to the Director of General Services;
- Plans for a comprehensive preventive maintenance program for all County vehicles;
- Develops standards and techniques for periodic inspection of school buses and other vehicles for safety and preventive maintenance;
- Plans and administers training programs for Automotive Equipment Mechanics and other employees;
- Oversees the administrative activities of the facilities, including monitoring the budget and the preparation of payroll, correspondence, and maintenance of automotive records and of purchases made in the facilities for parts and materials used in the repair and maintenance of automotive equipment;
- Prepares a wide variety of periodic and special reports that can be used as criteria for management-level decisions;
- In cooperation with the using departments and agencies evaluates the performance of automotive equipment and develops new specifications as necessary in order to assure satisfactory performance of automotive equipment for specific applications;
- Evaluates on an ongoing basis current equipment and operational methods and researches and proposes new methods and equipment to improve efficiency and productivity;
- Interviews, selects, trains, evaluates and disciplines employees;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to effectively establish standards and objectives as to the efficient maintenance of all automotive equipment, and to develop plans in order to meet these standards and objectives; extensive knowledge of inventory control system for automotive parts and equipment; ability to prepare reports in a form which can be used as management tools; administrative skills with emphasis on effective utilization of personnel in order to accomplish objectives.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree with course work in business or public administration and three (3) years of automotive fleet management experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.