Fleet Manager

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
FLEET MANAGER I	1996	B18	$45,521 - $71,055
FLEET MANAGER II	1997	B20	$51,158 - $81,351
FLEET MANAGER III	1998	B22	$57,614 - $93,138
FLEET MANAGER IV	1999	B24	$65,104 - $106,634

GENERAL DESCRIPTION

Performs fleet operations work involving coordinating fleet operations, maintenance, and administrative functions for fleet management programs.

EXAMPLES OF WORK PERFORMED

Coordinates delivery and pickup of equipment.

Provides guidance in all aspects of fleet management programs.

Maintains and reports on equipment performance metrics.

Tracks year-to-date equipment rental dollars and equipment quantities; forecasts year-end budget requirements.

Reviews expenditure reports, purchase orders, receipts, and vendor invoices for accuracy.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the journey levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience, education, and certifications. Other factors may include the types of vehicles managed and the size of the fleet. Employees at the journey levels may independently perform the full range of work identified in the preceding levels or may assist others in that work.*

FLEET MANAGER I: Performs routine (journey-level) fleet operations work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may routinely assist others in performing job duties of greater complexity.

FLEET MANAGER II: Performs complex (journey-level) fleet operations work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist others in performing work of greater complexity. Employees at this level may:

- Administer the daily operations of the fleet unit, including ordering activities and allocating resources, to ensure that duties are carried out in accordance with applicable regulations, policies, and procedures.
- Coordinate special projects to ensure that project goals and objectives are met.
- Administer the acquisition of fuel, maintenance, equipment, and other goods and services and monitor expenditure of unit funds.
- Monitor credit card accounts.
- Research and respond to customer complaints.
- Develop and present training for administrative coordinators and fleet liaisons, and conduct outreach events to increase communication with fleet customers.
- Prepare and monitor operating budgets.

Note*: A senior-level employee (levels III-IV) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, complexity, and impact of the work performed; and the employee's related experience, education, and certifications. Other factors may include the types of vehicles managed and the size of the fleet.*

FLEET MANAGER III: Performs advanced (senior-level) fleet operations work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop fleet rental agreements.
- Provide input to management on performance management functions.
- Develop and implement fleet operations policies and procedures.

FLEET MANAGER IV: Performs highly advanced (senior-level) fleet operations work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex fleet operations work.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles and practices of fleet operations management, fleet equipment operations, and applicable federal, state, and local laws and regulations.
- Skill in evaluating new equipment, goods, and service performance; in monitoring and evaluating unit expenditures; and in anticipating and adjusting for problems.
- Ability to negotiate, develop, and prepare fleet agreements; to communicate effectively; and to supervise the work of others.