



Fleet Manager I

Salary Group: B17

Class Code: 1996

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
FLEET MANAGER I	1996	B17	\$36,976 - \$58,399
FLEET MANAGER II	1997	B19	\$42,244 - \$68,960
FLEET MANAGER III	1998	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs routine (journey-level) fleet operations work. Work involves coordinating fleet operations, maintenance, and administrative functions for fleet management programs. May supervise the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the delivery and pickup of fleet equipment.

Provides guidance in all aspects of fleet management programs.

Maintains and reports on fleet equipment performance metrics.

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

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

Assists in establishing, maintaining, and disseminating fleet operations policies and procedures.

Assists in the preparation and monitoring of operating budgets.

Assists with the development of fleet rental agreements.

Assists in conducting needs assessments to determine requirements for the purchase of goods and services.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in fleet operations work. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and practices of fleet operations management; of fleet equipment operations; and of applicable federal, state, and local laws and regulations.

Skill in evaluating new equipment, goods, and service performance; in monitoring 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.