



Fleet Manager II

Salary Group: B19

Class Code: 1997

<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
FLEET MANAGER IV	1999	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs complex (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 general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates 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.

Coordinates and implements fleet operations policies and procedures.

Coordinates the delivery and pickup of fleet equipment.

Coordinates special projects to ensure that project goals and objectives are met.

Coordinates the acquisition of fleet fuel, maintenance, equipment, and other goods and services; and monitors expenditure of unit funds.

Tracks year-to-date equipment rental dollars and equipment quantities, forecasts remaining year-end budget requirements, and monitors vehicle fleet credit card accounts.

Provides guidance in all aspects of fleet management programs.

Maintains and reports on fleet equipment performance metrics.

Researches and responds to customer complaints.

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

Develops and presents training for administrative coordinators and fleet liaisons; and conducts outreach events to increase communication with fleet customers.

Prepares and monitors operating budgets.

Assists with the development of fleet rental agreements.

May provide input to management on performance management functions.

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; fleet equipment operations; and applicable federal, state, and local laws and regulations.

Skill in evaluating new equipment, goods, and service performance; monitoring unit expenditures; and anticipating and adjusting for problems.

Ability to negotiate, develop, and prepare fleet agreements; to communicate effectively; and to supervise the work of others.