



# Fleet Manager III

Salary Group: B21

Class Code: 1998

<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
<b>FLEET MANAGER III</b>	<b>1998</b>	<b>B21</b>	<b>\$48,278 - \$78,953</b>

## GENERAL DESCRIPTION

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

## EXAMPLES OF WORK PERFORMED

Oversees daily operations of the fleet unit, including ordering activities and the allocation of resources, to ensure that duties are carried out in accordance with applicable regulations, policies, and procedures.

Oversees the delivery and pickup of fleet equipment.

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

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

Evaluates year-to-date equipment rental dollars, equipment quantities, and year-end budget requirements forecasts; and assesses vehicle fleet credit card accounts.

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

Provides guidance in all aspects of fleet management programs.

Maintains and reports on fleet equipment performance metrics.

Researches and responds to customer complaints.

Develops and/or evaluates operating budgets.

Develops and implements fleet operations policies and procedures.

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

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

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