



Fleet Manager IV

Salary Group: B23

Class Code: 1999

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

EXAMPLES OF WORK PERFORMED

Directs 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.

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.

Oversees and reports on fleet equipment performance metrics.

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.

Researches and responds to customer complaints.

Prepares and administers operating budgets.

Develops and implements fleet operations policies and procedures.

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

Develops fleet rental agreements.

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; evaluating 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.