

Classification Title: Fleet Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Direct the activities of the County's fleet operations which include its fleet assets, fleet information system, vehicle maintenance and repairs, and County and contracted fueling and parking. Prepares and reviews vehicle and equipment specifications for purchase and replacement.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Directs and supervises the repair activities which includes coordinating all maintenance and repairs. Repairs include diagnostics, in-house and outsourced repairs and budget accountability for both.
2	L	Manages all vehicle assets. Acquires new vehicles for fleet and prepares for service. Manages the vehicle salvage process and prepares for disposal. Evaluates costs to benefits when determining alternate fuels and identifies sources.
3	L	Prepares and audits budget. Analyzes prior year budgets and recommends future year proposals. Structures and updates lease rates for the County's individual departmental budgets.
4	L	Establishes training goals for staff. Attends classes, facilitates in-house training or provides outside vendor training. Evaluates results and benefits.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Business Administration or related field.
Experience	Six years experience in fleet or automotive operations.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, Specialized licenses may be required
Reading	Advanced
Math	Advanced

CLASSIFICATION REQUIREMENTS	
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicles, diagnostic repair equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Steel toed shoes, eye protection, and ear protection