

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB382 Fleet Administrator
<b>POSITION #/TITLE:</b> 2461 Fleet Administrator	<b>Adopted:</b> 03-14
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Finance-Administrative Services/Fleet Services	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 10
<b>Reports To Position #/Job Code #/JC Title:</b> 2438/NB367/Fleet Services Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Medium	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Foot	

<b>General Statement of Duties</b>
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Administers and coordinates the purchase and disposal of equipment of City's fleet. Performs administrative fleet management functions for the Fleet Services division.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Acts as primary contact between Fleet Services team and customer groups.

<b>Examples of Essential Work (Illustrative Only)</b>
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Oversees the tool reimbursement program for the division;  
 Manages the fleet maintenance and management training schedules, budgets, and activities;  
 Monitors suppliers compliance with service contracts for parts, repairs and specifications associated with Fleet Services purchases;  
 Reviews and conducts analysis of fuel transactions to ensure cost management strategies are effective;  
 Interprets and applies division or office rules, policies and regulations in accordance with prescribed procedures and guidelines;  
 Maintains primary responsibility for the maintenance, operation, and inventory levels of the city-owned fuel island(s);  
 Maintains all appropriate records on fleet titling and licensing , including all necessary State and Federal reporting requirements;  
 Manages the disposal of excess city vehicles and equipment within standards and guidance;  
 Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data reports as requested, including maintaining maintenance database system, division personnel files, and vendor network contracts, insurance certificates, and associations;  
 Prepares reports and analytical data in support of Fleet Services performance measurements;  
 Attends meetings, conferences and workshops;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Knowledge of municipal fleet policies and procedures;  
Knowledge of the organization and operation of the Fleet Services division;  
Thorough knowledge of parts inventory and purchasing practices involving fleet vehicle maintenance;  
Good knowledge of departmental programs, policies and operations as applied to the work performed;  
Ability to prepare accurate and reliable reports containing findings and recommendations on maintenance operations;  
Ability to understand and follow complex oral and written instructions;  
Ability to maintain clerical records of some complexity and to prepare reports on vehicle and equipment utilization;  
Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with an Associate's Degree in business management or related field; and  
Considerable experience in a fleets services environment; and  
Considerable experience in the performance fleet maintenance and management activities;  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

None

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to operate equipment and tools;  
Sufficient manual dexterity, which permits the employee to operate equipment;  
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.