

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB367 Fleet Services Manager
POSITION #/TITLE: 2438 Fleet Services Manager	Adopted: 07-07
	Revised: 05-15

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Fleet Services	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 18
Reports To Position #/Job Code #/JC Title: 2406/NB354/Finance Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer. Background check conducted by the City of Cedar Rapids Police Department.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Plans, organizes and directs the centralized operations and activities of the Fleet Services Division. Serves as a member of the Finance Department management team; performs related work as required.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of Senior Fleet Administrator, Garage Supervisor, Fleet Administrator, Administrative Assistant II, mechanics and vehicle maintenance workers.

Examples of Essential Work (Illustrative Only)

Provides effective, professional leadership, positioning the Fleet Services Division to meet the City's current and future fleet services needs through appropriate technologies and services;
 Develops, implements and directs the long-term strategy and vision for the fleet services division which includes ten year financial plan and business plan;
 Develops, implements and manages a citywide fleet policy;
 Plans, organizes and directs the operational and program activities of the City's Fleet Services;
 Manages the division's work, project and personnel activities;
 Directs policy development and data collection and reporting activities of the division;
 Manages and coordinates the implementation and continued practice of cost tracking systems and continuous improvement procedures in the fleet services area;
 Oversees the development, operation and maintenance of city-wide Fleet Focus / Infocenter System;
 Oversees the division's safety activities to be in compliance with OSHA and city policies including vehicle inspection and safety programs to reduce unexpected maintenance costs and vehicle downtime;
 ensures that all monitoring of City-owned underground fuel tanks meet state requirements;

Oversees the preparation and monitors the activities of the operational and capital improvement budgets, including replacement fund for fleet assets, chargeback systems to lease fleet assets and to provide maintenance services to user departments, and replacement schedules;
Oversees requisition of repair parts, fuels, lubricants, supplies and tools required for garage operations;
Oversees the maintenance and operation of the City's fueling system and automated dispensing system;
Possess essential knowledge and closely adheres to all federal and state laws concerning transportation, fuel, and fuel tank issues;
Plans and directs a preventive maintenance program for automotive and related equipment;
Recommends changes in fleet management systems and methods, and oversees the controlled implementation of programs to assure maximum benefits;
Develops and delivers reports and presentations to the City Council and public groups concerning policies, projects and maintenance and improvement issues as directed by the Finance Director;
Reviews and analyzes methods, equipment used and performance to find ways of increasing effectiveness, improving results, or effecting economies in operation and vehicle/equipment maintenance activities;
Inspects projects and problematic situations to determine what work is needed and how it best may be accomplished;
Responds to common inquiries or complaints from customers, regulatory agencies, or member of the community;
Directs record keeping and supervises the preparation of necessary reports;
Researches and responds to public inquiries concerning division activities and policies;
Oversees the disposal of vehicles removed from service;
Stays informed about federal and state rules and regulations concerning transportation and fuel issues;
Conducts timely performance reviews and monitors performance and staffing needs;
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

Comprehensive knowledge current principles, practices and operations of municipal fleet management strategies;
Thorough knowledge of current principles and practices of public administration;
Thorough knowledge of budgetary principles within a municipality;
Ability to plan and develop large scale municipal projects, including financial analyses;
Thorough knowledge of automotive and heavy equipment maintenance principles and practices including hydraulic, electronic, and gas and diesel combustion systems;
Ability to communicate effectively and maintain working relationships to accomplish job responsibilities;
Ability to plan, organize and manage fleet services projects and activities;
Knowledge of OSHA, Environmental Protection Agency, and other standards applicable to the safe operation of the City's fleet services;
Knowledge of the City action plan for responding to flood response, snow event emergencies and other weather related emergencies to ensure timely response with City fleet and minimize downtime;

Develops and implements the long term strategy and vision for the fleet services division which includes the financial plan, key financial strategy, and business plan;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to communicate well with external service providers and purchasing sources both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing some regulatory terminology;
Ability to operate a personal computer using program applications appropriate to assigned duties and 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 a Bachelor's Degree in business or public administration, engineering, transportation logistics or related field; and
Considerable experience in fleet services administration, with a management role; or
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

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision, with or without reasonable accommodation, which permits the employee to perform management tasks, observe and evaluate fleet maintenance projects and processes and produce a variety of written and technical documents;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and inspect fleet management activities;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect fleet management projects.