

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>E745</b>
<b>FLSA:</b>	<b>E</b>
<b>WC:</b>	<b>9403</b>
<b>PG:</b>	<b>512</b>
<b>EEO:</b>	<b>6</b>

**CLASSIFICATION TITLE: FLEET SERVICES MANAGER**

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**PURPOSE OF CLASSIFICATION**

This position serves as the Fleet Operations and Services Manager. Responsibilities include certain and specific managerial duties associated with the acquisition, maintenance, repairs and disposal of vehicles and equipment which make up the City's fleet. Specific to maintenance and repair, this position serves as a liaison between the City's contracted fleet services providers and all department heads concerning all aspects of preventive and scheduled maintenance and repairs.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates with Fleet Maintenance Supervisor the daily work activities; organizes, prioritizes, and assigns work; monitors work activities and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Develops and implements appropriate Standard Operating Procedures and work place policies appropriate for fleet maintenance functions. Provides internal training to the Fleet personnel on safety, vehicle maintenance and fleet software. Prepare periodic reports on fleet inventory, supply inventory, and training needs.
- Responsible to maintain the Fleet inventory using the fleet database software and maintain data for the financial Internal Fleet Services Leasing Fund Model.
- Assists with the compilation of budget information specific to contract and non-contract costs and establishes adequate controls to ensure adherence to budgetary / financial goals and objectives of the City in-order to purchase vehicles and equipment. Reviews and approves departmental fleet specification requirements and administers the bidding and purchasing of fleet vehicles. Provide input/recommendation for necessary components of Fleet Services internal service fund cost recovery rates.
- Works with departments to establish (and monitor adherence to) a preventive maintenance program including, but not limited to, oil changes, battery / fluid checks, tire repairs, brakes and any other routine maintenance services to ensure the safe and reliable operation of city vehicle's and equipment.
- Conducts standing meetings with department representatives for continuous process improvement purposes ensuring all aspects of fleet operations are being effectively managed on an on-going basis.
- Responsible for the development and communication of any and all fleet policies and procedures to outside fleet service providers, department heads and applicable City staff.

- Complete and maintain vehicle / equipment registrations including all tag and title documentation and work with Risk Management to ensure all City vehicles and equipment are adequately valued and insured.
- Obtain good working knowledge of fleet and fuel maintenance software applications / programs and develop effective reporting infrastructure for dissemination and review of fleet service information by department heads and other interested parties.
- Work with department heads, fleet service providers, purchasing manager and risk management to assist in the acquisition and disposal of vehicles and equipment which make up the City fleet. Analyzes, negotiates and administers contracts for fleet purchases.
- Establish policies and procedures and monitors fleet operations to ensure organizational compliance with all applicable Federal, State and local laws, regulations and or / ordinances.
- Work closely with Risk Management to develop and incorporate City safety and accident prevention programs designed to mitigate the rise of damage or injury to City employees, citizens, public and personal property.
- Acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on divisional activities.
- Assigns and reassigns personnel and equipment to meet fleet maintenance and operational needs along with verifying City drivers current (MVR) motor vehicle report and current license status.
- Plans, directs, and organizes the activities of the Fleet Services Division providing acquisition, repair, maintenance, inspection, inventory, and assignment services for city departments.

**KNOWLEDGE, SKILLS AND ABILITIES****Knowledge of:**

- Shop organization and staff scheduling.
- Maintenance and repair record keeping.
- Automated Fleet & Fuel Management Systems and related databases.
- Environmental regulations and programs relating to vehicles and maintenance facilities.
- Procurement and financial practices, procedures, and techniques used to purchase and maintain a wide variety of fleet vehicles and equipment.
- Electronic and mechanical diagnostic equipment and procedures.
- Inventory methods and procedures.
- Sources of technical specifications and information related to fleet vehicles, peripherals equipment and shop equipment.
- Technological development, improvement and trends in vehicle, equipment and fuels.
- Current technology and trends in the profession.
- Safety and hazardous materials regulations.

- Risk Management procedures in dealing with City vehicles and equipment damages.

**Skills and Abilities:**

- Direct the development and implementation of City wide goals and objectives related to fleet maintenance.
- Plan, review, train, and coordinate the work of subordinate staff.
- Research and prepare technical specifications for vehicles and equipment.
- Analyze data prepare reports with recommendations on a wide variety of fleet and equipment.
- Analyze vehicle usage, maintenance and cost data and make recommendations.
- Monitor and audit fleet fuel usage from City fuel facility, Fulton County fuel facility, and Wright Express fuel cards.
- Effectively communicate orally and in writing.
- Provide prompt, efficient and responsive service.
- Establishes filing systems; prepares folders, records and files for documents and paperwork; implements records management and retention practices; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete records/files.
- Operates a personal computer, telephones, copiers, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, databases.
- Maintains department/program references such as purchasing manuals, street atlases, vendor lists, codebooks, training manuals, standard operating procedures, and mailing lists.

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

- Must have a high school diploma or GED. Associates degree preferred.
- 3 - 5 years' experience in automotive service / repair with a minimum of 2 years in a supervisory capacity.
- Must possess and maintain a valid Georgia driver's license. Commercial driver's license desired.
- Two (2) years' experience as a Fleet Team leader in a Municipal Fleet or an equivalent position for a government/private fleet operation, automotive/truck/equipment dealership or large shop operation.
- Two (2) years' experience preparing technical specifications for vehicles and equipment in a large public or private agency utilizing a wide variety of light and heavy vehicles and equipment.

## PERFORMANCE APTITUDES

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*