

# NEW CASTLE COUNTY GOVERNMENT

Number 0186

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## CLASS SPECIFICATION

Date 09/12/19

Title: FLEET SERVICES MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Plans, directs and coordinates the activities of the transportation functions of the Department of Public Works; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans and oversees activities pertaining to the acquisition, cost, maintenance, repair and operation of automotive vehicles, heavy motorized equipment and related equipment on a County-wide basis. Responsibilities include reviewing automotive equipment needs of departments, coordinating the acquisition of vehicles and motorized equipment, preparing specifications and reviewing bids submitted. The employee also maintains contact with vendors, recommends the purchase and lease of equipment and ensures supplier and manufacturer compliance. This employee develops short- and long-term maintenance criteria, develops and implements standard operating procedures, oversees training, reviews proper documentation of work and quality control to meet goals. This employee researches "best-in business" standards and introduces findings into the organization. This employee directs and oversees a staff consisting of skilled and semi-skilled workers, accounting, administrative and clerical personnel. Work is performed with considerable independence under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Develops and implements operational procedures;
- Conducts departmental policy reviews and initiates operational/safety procedures to ensure compliance with New Castle County and Public Works procedures, practices and funding requirements;
- Plans and oversees, through appropriate subordinate supervisory personnel, the work of employees engaged in the repair and maintenance of automobiles, trucks, heavy motorized equipment and related equipment;
- Directs the scheduling of periodic maintenance of vehicles and equipment so as to insure an effective preventive maintenance program;
- Supervises the retention and disposal of all vehicles, heavy motorized equipment and related equipment;
- Performs needs analysis regarding future equipment, supplies, and vehicles concurrent to expansion and/or inventory management;
- Directs and coordinates Fleet Services' financial and budget activities to fund operations, maximize investments, and increase efficiencies;
- Recommends uniform standards and prepares specifications for the purchase and lease of various types of automotive and heavy motorized equipment;
- Develops the schedule for replacement of vehicles and heavy motorized equipment;
- Supervises the preparation of monthly and annual cost reports for areas of operational responsibility and prepares budgetary estimates to cover the cost of operations;

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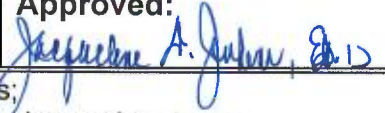
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## CLASS SPECIFICATION

Date 09/12/19

Title: FLEET SERVICES MANAGER

Approved:



- Reviews, investigates and manages vehicle and equipment accidents;
- Directs the installation and operation of shop accounting, statistical and record systems;
- Attends relevant professional training and inspections as required;
- Prepares and submits other reports as required;
- Manages development of schedules and prepares budget;
- Oversees the computerized vehicle information system;
- Operates a, personal computer and other related equipment in the course of the work;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service.
- Performs other duties as instructed and assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles and practices of automotive repair shop management; thorough knowledge of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment; thorough knowledge of the principles, procedures and techniques of operating a large motor pool type of operation; good knowledge of the principles of operation of gasoline and diesel engines, and of the repair and maintenance characteristics of a variety of earth moving and other construction equipment; good knowledge of office and financial record keeping practices; knowledge of the operation of a personal computer ability to prepare and interpret specifications for the purchase and lease of equipment; ability to plan, organize and supervise the work of a varied staff of skilled, semi-skilled, supervisory, administrative and clerical employees; ability to plan and prepare an operating budget; ability to establish and maintain effective working relationships with subordinates, superiors, other employees and vendors; ability to communicate courteously and effectively, both verbally and in writing..

**MINIMUM QUALIFICATIONS:** At least three (3) years' experience in the maintenance and repair of automotive, mechanical and heavy motorized equipment, at least two (2) years of related supervisory or fleet management experience to include one year of experience in the operation of a vehicle information system, completion of two (2) years of college in business administration or a related field, two (2) additional years of experience at a supervisory or fleet management level may be substituted for the college requirement; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid state of Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 10/18/77  
Revised: 05/04/88  
Revised: 04/17/89  
Revised: 04/01/94  
Revised: 07/01/97  
Revised: 05/01/01  
Revised: 09/12/19