

FLEET MANAGER

DISTINGUISHING FEATURES OF THE CLASS This managerial position is responsible for the disposition and control of the county vehicle fleet. Work includes the responsibility of preparing technical financial analyses and projections, monitoring fleet costs and overseeing the operation and utilization of a fleet maintenance program. The incumbent has supervisory and administrative duties within Central Auto, and works under the general direction of the County Executive and under the general supervision of the Ulster County Purchasing Agent, with considerable leeway allowed for the exercise of independent judgment in the day-to-day operations. Direct supervision may be exercised over technical and clerical staff if applicable within Central Auto. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans, coordinates, and directs the operation, utilization, storage, repair, replacement, and disposition of all county vehicles;

Provides technical assistance for motor vehicle maintenance facilities to equip and maintain all county vehicles;

Oversees daily the use and maintenance of the computerized maintenance data base;

Responds to requests for information concerning fleet operations and maintenance services and prepares reports as necessary;

Prepares annual budget requests and specifications for vehicles and equipment used by county departments;

Administers rules and procedures set forth by State, Federal and local laws with regards to proper use of county vehicles including take-home vehicles;

Ensures compliance with Federal, State, and local regulations pertaining to fleet operations, fueling services, alternative fuel vehicles, Clean Air Act, etc.;

Supervises the maintenance of records, the preparation of reports, and the requisitioning of supplies, tools, materials, and equipment;

Advises County Executive and Purchasing Agent of and ensures compliance with federal and state regulations which will cause significant capital expenditures or modification to fleet equipment;

Determines need and feasibility of major repairs to the vehicle fleet and recommends repair or replacement;

Consults with departments to evaluate their motor vehicle requirements;

Prepares and/or reviews specifications based on user needs, replacement policies, cost and vehicle procurement activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the methods, practices, and materials found in automotive equipment, maintenance, and utilization; thorough knowledge of office practices and procedures applicable to the management and control of vehicle maintenance, operation, and replacement; good knowledge of budgetary and cost control practices and techniques as applied to the maintenance and operation of a vehicle fleet; good knowledge of computerized fleet maintenance programs; ability to plan, coordinate, and direct the management of the county vehicle fleet; ability to interpret and write specifications relating to the purchase of new vehicles; ability to prepare and maintain reports of a narrative and statistical nature; ability to establish and maintain effective working relationships with other county officials, county employees, vendors and the public; ability to communicate effectively both orally and in writing; initiative and resourcefulness, tact, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree with major course work in transportation, automotive technology, business administration or closely related field and two (2) years of full-time paid experience in the management of the operations of a large private or public fleet program; **OR**
- B. Completion of at least 30 college credits from a regionally accredited or New York State registered college or university and four (4) years of full-time paid experience working in a fleet maintenance and repair facility, two (2) years of which must have been in a responsible supervisory position or four (4) years of full-time paid experience in the management of the operations of a large private or public fleet program; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience working in a fleet maintenance and repair facility, four (4) years of which must have been in a responsible supervisory position; **OR**
- D. An equivalent combination of training and experience as stated in A, B and C above.

Note: Successful completion of a two year vocational educational (VOTEC) program majoring in Automotive Technology or Automotive Mechanics may be substituted for either the educational or work experience requirements above on a year for year basis.

Special Requirement: Incumbent must possess at time of appointment, and continuously maintain a valid New York State Motor Vehicle Operator's License appropriate to the vehicles operated.

ULSTER COUNTY
3200 FLEET MGR
Classification: Competitive
NUMGT

Adopted: February 20, 2009

