

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Fleet Program Manager

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Bill Vandebrook, Fleet Services Superintendent

Work Phone: 246-4546

5. Department, Division & Section:

Fleet Services

6. Work Address:

200 N First St.

7. Hours/Week: 40

Start time: 7:30 am End time: 4:00 pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This is responsible supervisory and professional work in developing and directing Fleet Service Division programs and services both directly and through subordinate supervisors. This position effectively integrates technical (fleet equipment) and professional (analytic) skills in the development of an effective fleet service management program. This program incorporates the preparation of technical equipment specifications and capital asset purchasing, the development of program repair/maintenance standards and protocols, and the distribution/allocation of associated costs to users. Under the general supervision of the Fleet Service Superintendent, the employee exercises considerable judgment and discretion in meeting operational objectives through the coordination of various division-wide special services. This position works closely with the Fleet Operations Manager ensuring the seamless integration of equipment into the operating fleet.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 15% A. Fleet Service Management
 1. Participate in and/or coordinate the development and implementation of divisional policies.
 2. Assess overall impact of policies and procedures within Fleet Service.
 3. Ensure consistent application of policies and contractual provisions by subordinate supervisors.
 4. Perform long- and short-range planning activities.
 5. Develop, recommend, and justify operating and capital budgetary requests.
 6. Respond or assist supervisors in responding to employee grievances and concerns.
 7. Establish operational priorities and respond to unusual or emergency conditions, as required.
 8. Prepare, review, and submit internal and external billings.
 9. Prepare and design computer-generated reports, as required.
 10. Represent the Fleet Service before public and administrative boards.
 11. Participate in management staff meetings, labor management meetings and contract negotiation meetings.
 12. Conduct periodic staff meetings.
 13. Ensure shop employee and equipment safety by giving periodic training on safety procedures and holding training on new equipment.
 14. Act as liaison with Finance & Accounting regarding systems, processes and procedures.

 - 55% B. Equipment Management:
 1. Prepare technical specifications for the purchase of a wide variety of City fleet equipment and supplies, and oversee the entire purchasing process for capital assets.
 2. Meet with users and equipment suppliers to determine equipment needs.
 3. Maintain an awareness of related technological advancements and service implications.
 4. Conduct related tests and analytic studies to establish pertinent standards and to achieve measurable efficiencies and cost savings.
 5. Utilize information technology methods in an ongoing assessment of fleet service programs and the development of pertinent strategies.
 6. Maintain awareness of emerging technology and recommend appropriate strategies to take advantage of new technology.

 - 10% C. Fleet Training and Preventive Maintenance Programs
 1. Develop training programs for new equipment and technologies.
 2. Acquire appropriate equipment/tooling/software to maintain fleet equipment.
 3. Work with staff in developing and reviewing PM tasks and schedules.
 4. Coordinate maintenance fluids and parts requirements.
 5. Coordinate equipment warranty administration.

 - 10% D. Fueling System Oversight
 1. Communicate and resolve issues with the fueling system vendor and ensure updates are received.
 2. Maintain and compile fuel ordering and fuel usage reports.
 3. Site manager for all fueling questions and concerns.

 - 5% E. Building Maintenance
 1. Oversee maintenance and repairs for Fleet Service facilities including phone system.
 2. Manage facility planning. Maintain awareness of emerging needs hybrids and alternative fuels will present.

 - 3% F. GPS Coordination and Oversight:
 1. Communicate and resolve issues with the GPS system vendor.
 2. Respond to customer questions and concerns regarding GPS.

- 2% G. EOC & FEMA Coordination:
1. Compile and meet report deadlines for submissions to the EOC and FEMA.
 2. Oversee Fleet Services emergency management plan.
 3. Other duties as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles, techniques, methods, equipment, tools and materials utilized in the development and maintenance of a diverse fleet of motorized equipment (including evolving technologies). Working knowledge of the staffing requirements and efficient utilization of equipment and staff resources. Working knowledge of relevant information technology and analytic methods. Working knowledge of the safety hazards of the work and methods of promoting a safe work environment. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of budgeting and program administration principles and practices. Ability to plan, assign, supervise and inspect the work of subordinate supervisors and employees and maintain effective employee relations. Ability to develop and justify budgetary requests and control budget expenditures. Ability to hire, train, assign, evaluate and discipline employees. Ability to develop detailed and varied motor equipment specifications and to facilitate acquisitions. Ability to represent the agency or work unit to the public and before administrative review boards. Ability to develop and implement operational policies, procedures, general practices and work standards. Ability to prepare necessary reports and to maintain records and inventories as required. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with co-workers, other City employees, board and committee members, and the public. Ability to operate a motor vehicle. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

None.

15. Physical requirements:

16. Supervision received (level and type):

Work is performed under general supervision.

17. Leadership Responsibilities:

This position:

- is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.