

## CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Fleet Operations 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: 40.0

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 develops and manages a comprehensive and diverse, service, parts and supply program (at multiple sites) in support of the City's centralized fleet. Under the general supervision of the Fleet Service Superintendent, the employee exercises considerable judgment and discretion in identifying cost effective and utilitarian methods of procuring, stocking, issuing, and inventorying fleet parts and related supplies. This position works closely with the Fleet Program 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. Direct day-to-day activities of the division through subordinate supervisors.
5. Manage and coordinate the operations of satellite garages and related office staff functions.
6. Manage the utilization and maintenance of vehicles, facilities and stores inventory.
7. Hire, train, assign, evaluate and discipline staff through subordinate supervisors.
8. Oversee the FMLA and Worker's Compensation programs within Fleet Services.
9. Monitor employee FMLA and other leave use, CDL requirements, and drug/alcohol testing processes.
10. Respond or assist supervisors in responding to employee grievances and concerns.
11. Establish operational priorities and respond to unusual or emergency conditions, as required.
12. Represent the Fleet Service before public and administrative boards.
13. Participate in management staff meetings, labor management meetings and contract negotiation meetings.
14. Conduct periodic staff meetings.
15. Ensure shop employee and equipment safety by giving periodic training on safety procedures and holding training on new equipment.

10% B. Computerized Maintenance System Oversight:

1. Oversee development, maintenance and training of the computerized information management system.
2. Act as liaison with Information Technology for hardware, software, network support and infrastructure for fleet operations.
3. Provide technical expertise in formulating and manipulating a specialized information management system in order to establish cost-effective processes and operational efficiencies.
4. Effectively develop and utilize a database to improve level of service and control.

45% C. Manage Service Department

1. Oversee, direct and coordinate multi-site and multi-shift maintenance operations.
2. Supervise and advise Fleet Shop Foreperson.
3. Work with user agencies in identifying fleet maintenance needs.
4. Review and manage the repair order process ensuring timely, needed repairs and accurate reporting and billing.
5. Review repair cost estimates and time required to ensure the best use of available resources.
6. Ensure a safe work environment thru training and establishing/enforcing safe work practices, policies and procedures.

30% D. Manage Parts Department

1. Develop and administer a computerized inventory control program for the purchase, receipt, and issue of parts procured.
2. Establish methods and systems to procure products providing the best value.
3. Review all purchases for Fleet Service, including LPOs and purchase order transactions.
4. Review all purchase card transactions, reconciling and approving monthly purchase card statements.
5. Oversee management of hundreds of new invoices kept onsite monthly.
6. Manage and reconcile petty cash disbursements and receipts.

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.

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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).

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EMPLOYEE

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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.