

HUMAN RESOURCES DEPARTMENT
600 W. 4TH Street
Davenport, IA 52801

Office: (563) 326-8767
Fax: (563) 328-3285
www.scottcountyia.com



Date: February 15, 2016

To: Dee F. Bruemmer, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Fleet Manager

The Fleet Manager position was submitted along with the FY17 organizational change requests. At your request we're submitting it a cycle early so the individual can be recruited and start during the current fiscal year.

In order to create a job description numerous discussions and drafts were discussed with the Secondary Roads and Administration. Human Resources staff then created a final job descriptions to reflect the duties. The Hay Committee met on January 20, 2016 to review the position. The Committee recommends the following:

Fleet Manager. The Committee reviewed the final job description for consideration. This is a new position that will oversee the County's entire fleet. The position will be supervised by both the Budget and Administrative Services Director and County Engineer. The recommendation after reviewing the new position was to establish the Hay points at 417, resulting in a pay range of \$55,245 (minimum), \$65,000 (midpoint) to \$74,755 (maximum). Some have expressed concern about the market rate of the position. It may be necessary in the future to adjust the salary to reflect the market rate of the position. This too has been necessary in the past as it relates to the Shop Supervisor. Once recruitment has started we'll have a better understanding of the skills and salary history of the candidates.

The new job description is attached for the Board's review and information. It is recommended that this position be added to the table of organization immediately.

Cc: Hay Committee



DRAFT

SCOTT COUNTY JOB DESCRIPTION

Class Title: Fleet Manager
Working Title: (Same)
Department: Administration/Secondary Roads
Hay Point Value: TBD

Job Summary

Under direction, incumbent will develop, plan and oversee the implementation of efficient county fleet operation including vehicle procurement and maintenance. Coordinate and facilitate integration of county fleet operations in consultation with stakeholders.

Relationships

Reports to: Budget Manager/County Engineer
Supervises: Shop Supervisor
Works with: Secondary Roads staff, other County employees, and outside contractors/salespersons

Physical/Environmental Conditions

Incumbent works primarily in an indoor office environment, with a smaller portion of time spent in an indoor shop area or outdoors. Incumbent is occasionally exposed to noise and vibrations. Incumbent wears protective clothing and equipment required due to exposure to chemicals, fumes and electrical/mechanical hazards.

Major Duties/Performance Measures

1. Coordinates and directs the servicing, maintenance, and repair of county vehicles to provide safe, reliable and productive vehicles to county departments and offices in a cost-effective and timely manner.

2. Establishes and administers programs, policies and procedures, including preventative maintenance programs and repairs. Recommends purchase of replacement vehicles. Ensures preventative maintenance program is cost effective and complies with manufacturer's specifications.
3. Chairs Fleet Advisory Board and works with Board members to develop and modify fleet policies and procedures. Consults with departments/offices to evaluate their vehicle requirements. Develops, implements and maintains standardized specifications; prepares specifications based on user needs.
4. Develops and implements vehicle replacement schedule based on reducing total cost. Analyzes vehicle utilization, depreciation, maintenance costs, replacement costs, standardization and determines best methods for replacement and acquisition.
5. Communicates with departments/offices to explain policies and programs to ensure acceptance and compliance. Responds to vehicle issues and requests for information.
6. Recruits, hires, trains, manages, evaluates, disciplines and motivates staff in accordance with human resources policies and collective bargaining agreement.
7. Develops and manages annual capital budget. Assists departments/offices with budget information relating to fleet functions.
8. Analyzes data and reports on fleet inventory, fuel and maintenance operations for cost effectiveness. Makes recommendations on budget allocations for fuel.
9. Ensures Fleet Asset List of equipment and vehicles are licensed and insured.
10. Maintains central record of use of all vehicles and warranty specifications. Ensures appropriate information is incorporated to ERP and Fleet Management system.
11. Develops specifications for county fleet RFPs and bids, negotiates fleet related contracts.
12. Coordinates and work with outside vendors on vehicle repairs unable to be completed in-house.
13. Inspects maintenance work completed by staff for quality assurance, evaluates contract work, and invoices for work performed on County vehicles for compliance. Resolve discrepancies and makes recommendations for contract modifications.
14. Coordinates billing for services provided to outside entities.

15. Ensures compliance with Federal, State, and local regulations pertaining to fleet operations and fueling services.
16. Performs other duties as assigned.

Background Requisites

Education:

Bachelor's degree in related field or equivalent combination of relevant experience and education.

Work Experience:

Five to seven years progressively responsible experience in fleet management or related field including two years of supervisory experience.

Certifications: CAFM, CPFP or ASE certification(s) preferred.

Essential Skills:

- Demonstrated ability to utilize effective supervision techniques to provide direction, feedback and discipline for staff.
- Possess knowledge of accounting and budgeting as it relates to fleet management.
- Possess knowledge of vehicle sourcing, pricing, specifying and negotiating purchase options.
- Knowledge of methods utilized to maintain, repair and service vehicles. Ability to read and interpret technical manuals.
- Ability to communicate effectively, orally and in writing, and work collaboratively with individuals and groups, in formal and non-formal situations.
- Ability to establish and maintain effective working relationships with co-workers, other County employees, vendors, and the public.
- Ability to use computer programs/software to analyze data and manipulate spreadsheets.
- Detailed-oriented and thorough while performing duties

- Possess and maintain a valid driver's license and possess a satisfactory driving record. (Verified)
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical Ability Requirements:

Incumbent frequently performs job duties sitting or standing for extended periods. Job duties may occasionally require the incumbent to push, pull, lift, lower or carry objects weighing up to 50 pounds and move them up to 10 feet. Incumbent may occasionally be required to climb up to 10 feet. Performance of duties requires occasional bending, kneeling, reaching and climbing a ladder to a height of up to 10 feet.

Prepared by: _____ Date _____

Approved by: _____ Date _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 25, 2016

APPROVING ORGANIZATIONAL CHANGES IN THE SECONDARY ROADS
DEPARTMENT AND ADMINISTRATION DEPARTMENT BY ADDING A FLEET
MANAGER TO THE TABLE OF ORGANIZATION

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. In the Secondary Roads Department and Administration
Department the position of Fleet Manager (1.0 FTE) shall hereby be created at
417 Hay points.

Section 2. This resolution shall take effect immediately.