

**DESCRIPTION:** Under limited supervision, organizes, oversees, and coordinates the statewide fleet services functions of a State Transportation Services Bureau (TSB) unit to include acquisition and insuring/licensing/titling, utilization and billing activities, and monitoring vehicle inspection, maintenance, and disposition, of vehicles and equipment assigned to and used by State agencies. Supervises automotive service mechanics/workers and other TSB staff performing work within these functional areas and provides functional guidance to other State workers; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class consists of a single position located in the Transportation Services Bureau of Administrative Services. The focus of this position is on daily activities of TSB such as vehicle maintenance and mechanics, and does not include overall fleet operations found in the TSB Operations Manager class.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, assigns, schedules and directs duties and activities of assigned staff to attain work goals and ensure conformance with policies, procedures and standards.

Trains, guides and confers with assigned staff to establish schedules and priorities, identify and resolve work needs and issues, and ensure proper completion of assignments.

Develops performance plans and monitors/evaluates staff performance to establish job expectations, develop performance capacities of staff and recommend personnel actions.

Evaluates user agency needs and requests, determines the type, number, and features of vehicles and equipment to be acquired (purchases/leased) and reserved, and assigns/reassigns vehicles among the various statewide motor pools.

Directs or conducts maintenance, utilization, purchases and safety reviews related to assigned vehicles and equipment to ensure conformance with established schedules, standards and requirements.

Requests vehicle/equipment parts, fuel, and supplies to ensure an adequate stock exists for use, maintenance and repair of fleet.

Develops cost estimates and proposals and monitors revenues and expenditures, concerning the unit's budget to ensure the adequate funding for and cost effectiveness in the maintenance and procurement of vehicles, equipment and material.

Coordinates in-service instructions of assigned staff and others concerning the safety, function and operation of vehicles and equipment to ensure their safe and proper use.

Researches and develops specifications and offers advice concerning the procurement of vehicles, equipment, and material and bids submitted, and tracks purchase orders and approvals to ensure an effective inventory of vehicles, equipment, and material.

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Recommends new or altered statewide fleet utilization standards, and unit operational practices and safety requirements.

Prepares administrative/fiscal reports, correspondence and documents and oversees and maintains/updates unit accounting, inventory, and usage records and databases related to fleet services functions to meet State, federal, and other record-keeping requirements.

Coordinates daily, recurring, and special activity/usage scheduling, dispatching, and transferring actions concerning vehicles and oversees the work of others performing fleet services activities at statewide locations.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed at entry level to perform the work assigned.)

Knowledge of: vehicle allocation and scheduling methods; vehicle and equipment maintenance and repair practices; safe and proper operation of various vehicles and equipment; the tools, equipment, materials, and methods used in vehicle maintenance; occupational hazards and safety practices of a fleet services operation.

Ability to: operate a variety of tools and mechanical equipment; understand and apply instructions and directives; communicate orally and in writing with assigned staff, vendors and representatives of other State agencies; provide customer service in a timely and effective manner.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Vocational/Technical diploma in Automotive Technology; OR Associates degree in Automotive Technology and/or Business Management or related field AND experience maintaining vehicles and other equipment or in coordinating delivery of fleet services; experience can be substituted for education on a year for year basis.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Possession of a valid driver's license or the ability to provide independent authorized transportation.