

## HIGHWAY FLEET MANAGER

**DESCRIPTION:** Under administrative direction, manages the staff of numerous work units of the Operations Division of the Department of Roads. Directs and participates in the development and implementation of Fleet plans, policies, and processes. Supervises a variety of technical and administrative support, and supervisory workers. The work units managed include functions such as fuel administration or storage, equipment retirement/replacement and surplus/recycling, fleet maintenance functions. Performs administrative work in developing and monitoring a continuous state-wide preventive maintenance program for equipment; performs related work as assigned.

**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.)

Manages functions of the assigned work units to include monitoring the operations of the units, overseeing the application of agency and state operational policies and mandates, and allocating resources among these units as needed

Writes preventive maintenance programs and procedures for equipment; develops departmental-wide policies to maintain these programs.

Attends agency and interagency meetings, task forces, and committees to share and review information and proposals, develop common work or product standards and specifications, and determine courses of action, requiring joint participation of various agency divisions, other state agencies, and vendors.

Coordinates preventive maintenance programs through the State and prepares training programs to instruct operators and mechanics on preventive maintenance.

Recommends policies for a program of regular, systematic replacement of equipment; coordinates utilization of equipment through the State.

Evaluates major or unusual equipment to determine if it is to be repaired or placed in surplus.

Makes an annual statewide inventory of equipment; makes statewide spot inspections of equipment.

Corresponds with dealers and manufacturers regarding equipment, repairs, and warranty problems.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the organizational structure, functions, administrative policies, and specific work goals and needs of the various sections of the agency; the state and agency fiscal, procurement, and equipment policies and practices; state and federal laws and administrative regulations pertinent to the work functions managed; the purposes and priorities of the work units managed and their impact on the programs and services of the agency; personnel rules, labor contracts, and health and safety regulations governing workers supervised.

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Ability to: coordinate multiple work units with varied priorities and resources; coach and supervise assigned supervisory and other staff to attain established goals; identify alternative courses of action that minimize errors and risks; develop short and long term plans; identify and remove potential delays to the acquisition and delivery of equipment; administer large and diverse fiscal and contract administration functions; estimate fiscal requirements for operational needs and cost impacts of proposed courses of action.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: the practices and terminology of general procurement and materials administration, and equipment used; employee/job safety and health regulations and practices; goals and requirements of records maintenance; general computer software applicable to general inventory and recordkeeping functions; equipment/fleet operations and equipment/material specifications.

Ability to: communicate orally, in writing, and by listening to employees, supervisors, and managers to counsel them on work situations and share administrative and technical information; use problem solving techniques to formulate and make decisions; analyze technical reports concerning budgets, purchases, and expenditures; advise senior management officials on specific courses of action; apply basic mathematical calculations including decimals/percentages; plan and direct interrelated activities; use judgment with situations involving the personal safety and health of individuals; exercise judgment in evaluating situations and in making decisions; establish rapport with agency staff members and outside persons; assign and supervise the work of others.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combinations of equivalent education, training, and/or experience that will enable the individual to possess the required knowledge, skills, and abilities. A general qualification guideline for positions in this class is a two year college degree in business administration, materials procurement, supply/inventory operations, maintenance, or fleet management, AND five years experience in procuring equipment or supplies, coordinating fleet/vehicle operations, or supervising staff working in one of the functional areas managed.