

## **FLEET ADMINISTRATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Performs supervisory and administrative duties involved with managing the County Automotive Service Center and Highway Garage, and manages the County fleet of passenger vehicles, construction equipment, and specialized vehicles and machinery, including the Sheriff's Office law enforcement vehicle fleet. This position is responsible for providing adequate management and oversight of the Auto Service Center and Highway Garage and requires regular coordination with Department Heads, Directors and other management staff in both the Department of Public Works and other Departments. Duties include budgeting, usage scheduling, developing bid specifications, selection and acquisition of vehicles, cost control, operating policies, maintenance, management of parts inventory and stocking, and staff management. Most duties involve the use of computer equipment and/or computer data. This position differs from the Automotive Service Center Supervisor and Equipment Mechanic Supervisor titles in that those positions require specific knowledge of automotive repair while this position primarily involves fleet management of autos and construction equipment. Work is performed under the general supervision of the Commissioner and/or Deputy Commissioner of Public Works. General and direct supervision is exercised over an Equipment Mechanic Supervisor at the Highway Garage and over an Automotive Service Center Supervisor at the Automotive Service Center. Supervision is exercised indirectly over all mechanics and parts/stockroom/welder positions. Direct supervision over actual repairs is not a function of this position.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans and directs the operations of the Automotive Service Center and the Highway Garage, including the overseeing of parts and supplies purchase and control, vehicle and equipment repair and maintenance, and the modification or fabrication of equipment;
2. Manages the automotive and equipment fleet, including the implementation, modification and enforcement of policies on usage and maintenance; inspects all vehicles and equipment for road worthiness and compliance with New York State Motor Vehicle Law;
3. Oversees and is responsible for the supervision of staff, including employee counseling, training and evaluation; interviews prospective candidates to recommend appointments to the Commissioner of Public Works;
4. Assists with establishing and enforcing vehicle operation policies including usage scheduling, maintenance schedules, and replacement schedules;
5. Assists with development of annual operating budget as it pertains to fleet operations, and monitors budget performance;
6. Oversees the ordering, storage, distribution and record keeping for supplies and parts inventories;
7. Assists with establishing inventory control and purchasing policies related to fleet management and monitors inventory control;
8. Oversees the maintenance of inventory records for vehicles, equipment, supplies and facilities pursuant to the provisions of New York State Highway Law, Motor Vehicle Law and/or industry practice;
9. Supervises or participates in emergency operations, including but not limited to snow and ice control activities as required, which may include reporting to work off hours and in bad weather conditions.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of modern managerial and supervisory techniques as applied to an automobile fleet operation; Knowledge of budgetary and cost control principles, practices and techniques as applied to an automobile/equipment fleet operation; Knowledge of governmental purchasing and inventory practices and procedures; Knowledge of computer programs such as fleet management software, email software, spreadsheet and word processing software, web-based parts and/or repair programs; Ability to prepare operating schedules; ability to supervise the work of others; ability to prepare and present oral and written reports; ability to operate an automobile; Knowledge of the principles and practices of fleet management, specification writing and government bidding regulations sufficient to oversee the County's inventory of motor vehicles, trucks and construction equipment; Knowledge of vehicle and construction equipment maintenance and repair, inventory management, and garage facility administration sufficient to direct multiple garages headed by supervisory staff;

## **FLEET ADMINISTRATOR (Continued)**

Knowledge of OSHA and PESH standards, common safety practices, DMV requirements and other legal and regulatory requirements involved in fleet management, automotive and equipment repair, and garage management;

Knowledge of trucks, highway construction equipment, fabricating and welding techniques sufficient to understand and participate in the planning and design of equipment construction and modification;

Knowledge of governmental budget and accounting sufficient to manage a sizeable government unit with a considerable inventory and facility investment;

Ability to direct the work of employees at different locations;

Ability to direct and evaluate the work of supervisors;

Ability to communicate effectively, both orally and in writing, with supervisors, employees, vendors, fleet users, and regulatory agencies;

Ability to develop and track budgets, financial and inventory records, and documents related to fleet usage and maintenance;

Ability to exercise good judgment and to development, administer and enforce proper safety procedures;

Personal characteristics such as tact and courtesy necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

EITHER: (A) Bachelor's Degree and one (1) year of full-time paid administrative work experience in the operation of an automotive fleet (not limited to passenger vehicles);

OR: (B) Sixty (60) college credits and three (3) years of full-time paid administrative work experience in the operation of an automotive fleet (not limited to passenger vehicles);

OR: (C) Five (5) years of full-time paid administrative or supervisory work experience in the operation or maintenance of an automotive fleet (not limited to passenger vehicles);

OR: (D) An equivalent combination of training and experience within the limits defined by "A" and "C" above.

NOTE: Qualifying administrative work experience involves the responsibility of supervision of a staff of not less than five, which include the determination of staff assignments, planning of department activities, and budget planning.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education

### **SPECIAL REQUIREMENTS:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 07/26/78

REVISED: 10/9/19