



Fleet Acquisition Specialist

Category: Classified/Excluded
Pay Grade: C25
Job Code: 12996

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is specialized skilled technical work supporting fleet management in applying Microsoft Excel Intermediate applications to support business initiatives managing, procuring and disposing of various types of County vehicles, heavy equipment and other assignments. Employees in this class coordinate and monitor the purchase, utilization, and disposition of fleet mechanical equipment and rolling stock. Duties involve development of the annual replacement budget, discussions with user departments, agencies, and directors to determine vehicle and heavy equipment work requirements and usage, development of specifications which best reflect and meet the work requirements of the respective user departments and agencies, and lastly, but not limited to, ongoing interaction with the Purchasing Department for the timely procurement and delivery of approved vehicles and equipment. This position will report to the Manager, Fleet Operations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Analyzes, evaluates and enters new equipment acquisitions into the fleet data base and fleet automated inventory management system;
- Monitors, tracks and deletes surplus equipment from the fleet automated inventory tracking system;
- Produces a broad range of regular and custom automated management and financial cost reports;
- Updates key business operations plan parameters such as salvage value percentages, equipment inflation rates and depreciation including computation of inventory buyout amounts;
- Prepares pivot tables to calculate annual fleet plan replacement payments;
- Adjusts applications for equipment replacements of different types and for split funding of equipment units between user groups;
- Maintains computational integrity of the unit's data base making cell formula corrections;
- Computes extended rental charges for units retained in service beyond the planned disposal date;
- Prepares specifications for the procurement of automobiles, heavy trucks, and specialized equipment;
- Develops annual vehicle and equipment replacement budget;
- Establishes requisitions for the procurement of equipment and vehicles;
- Receives and inspects equipment for compliance with procurement specifications;
- Approves vehicle and equipment purchases for payment upon procurement inspection and acceptance;
- Collaborates with the Purchasing department, suppliers, vendors, and manufacturer/company representatives on matters related to equipment acquisition;
- Coordinates the reassignment and disposition of fleet equipment and rolling stock;
- Maintains a high degree of knowledge currency in areas relating to available equipment and peripheral hardware that supports and fosters unit efficiency and effectiveness;
- Performs related work as assigned or required.

QUALIFICATIONS

Education and Experience:

Five (5) years of highly technical and specialized administrative experience in fleet acquisition for automotive and construction related equipment in a large complex organization responsible for autos and/or vehicles, heavy trucks and related items requiring professional analysis of inventory/assets and replacement assets that includes three (3) years of professional experience applying Microsoft Excel Intermediate applications for organization-wide management controls and production of reports used to assess, plan, and implement day-to-day fleet budget and finance administrative functions; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of intermediate level Microsoft Office software applications;
- Knowledge of governmental purchasing methods and procedures and laws, rules, regulations and accounting principles related to equipment procurement;
- Knowledge of governmental methods and procedures related to formal bid procedures and recommendations for bid awards;
- Knowledge of departmental accounting methods and procedures;
- Knowledge of disposition procedures related to government equipment;
- Skill in applying Microsoft Intermediate level or higher applications;
- Ability to prepare specialized equipment specifications, bids and contracts;
- Ability to interpret market prices or trends, as it relates to vehicle and equipment acquisition and disposition;
- Ability to prepare and interpret advanced spreadsheets in Microsoft Excel;
- Ability to manage demanding workloads and timelines;
- Ability to conduct comprehensive research on equipment or material.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Particularly for sustained periods of time.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.