



Division Manager, Fleet Operations

Category: Exempt
Pay Grade: E30
Job Code: 13000

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

Performs responsible technical, administrative, supervisory, and management work in planning and directing Fleet Operations for Pinellas County. Work involves planning, directing, and reviewing the work of subordinate supervisors and support staff engaged in vehicle and equipment repair and maintenance, new vehicle and equipment acquisition, surplus, fuel program, emergency generator program, welding and fabrication, and parts management. Duties also include responsibility for specification writing, managing budgets, contract administration, fleet planning, safety, and training, as well as, emergency management and evacuation-related response. The incumbent exercises considerable independent judgment and initiative in carrying out daily operations of the organization that includes decisions on priorities, schedules, and operating budget. The position reports to the Director, Administrative Services or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, directs, coordinates and supervises the activities of personnel engaged in the various functions of the Fleet Operations program which includes vehicle and equipment maintenance and repair, new vehicle and equipment acquisition, surplus, welding and fabrication, fuel program, emergency generator program, and parts management;
- Develops and implements program practices and procedures for Fleet Operations;
- Directs and participates in the selection, placement, promotion, training, development, safety, discipline, and appraisal of personnel;
- Directs the preparation of the budget of Fleet Operations and makes procedural and operational recommendations;
- Coordinates work activities and programs of Fleet Operations with other county work programs and projects.
- Supervises and participates in safety and training programs;
- Prepares specifications for new vehicles and equipment;
- Manages county surplus function to include miscellaneous and rolling stock surplus;
- Prepares reports on efficient and proper use of fleet vehicles and equipment and makes other reports as required;
- Establishes and maintains effective working relationships with subordinates, superiors and other county departments;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years' experience in the operation of a large automotive and equipment fleet facility that includes two (2) years as a manager or supervisor; or Bachelor's degree in public or business administration, or a related field and four (4) years' experience as described above; or an equivalent combination of education, training and experience.

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

- Florida Driver License or Florida Commercial Driver 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 highly desirable knowledge, skills, abilities, and credentials relevant to the position.

Knowledge, Skills and Abilities:

- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of efficient Fleet Operations;
- Knowledge of specification writing;
- Knowledge of recent developments and sources of information in the field of fleet planning;
- Knowledge of modern office practices, procedures, and equipment;
- Knowledge of cost and billing procedures used in vehicle control;
- Knowledge of all phases of driving and safe working practices;
- Knowledge of the capabilities, care, and limitations of all types of light, medium and heavy duty fleet vehicles and equipment;
- Ability to apply computer applications and software;
- Ability to plan, direct, assign, instruct, review, and evaluate Fleet Operations personnel;
- Ability to present programs and ideas clearly and concisely, orally and in writing;
- Ability to establish and maintain effective working relationships with subordinates, superiors, governmental officials and the public.

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 to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Reaching: Extending hand(s) and arm(s) in any direction.
- 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.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- 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.