

**CLASS TITLE: FLEET MANAGEMENT OFFICER  
(DOT)**

**Class Code: 02546800  
Pay Grade: 33A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, to be responsible for planning, coordinating and administering a comprehensive state motor vehicle fleet management program including such operations as vehicle maintenance, repair, purchase, distribution and operation; the maintenance of support facilities for various types of equipment, and the supervision of personnel assigned; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a Division Administrator with wide latitude for the exercise of independent judgement and initiative; work is reviewed for conformance to divisional guidelines, policies and procedures.

**SUPERVISION EXERCISED:** Plans, coordinates, directs, supervises and reviews the work of technical support and clerical subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, coordinating and administering a comprehensive state motor vehicle fleet management program including such operations as vehicle maintenance, repair, purchase, distribution and operation; the maintenance of support facilities for various types of equipment, and the supervision of personnel assigned.

To be responsible for monitoring financial expenditures in relation to specific services and to be responsible for the execution and control of such services and expenditures.

To be responsible for procurement activities including the review and approval of requisitions for equipment, materials supplies, and services; and to direct the maintenance of an inventory control system therefor.

To assist in the formulation of policies, plans, programs and objectives associated with the administration of various general support services of the department.

To review all invoices prior to payment for vendors to ensure accuracy and completeness and to approve such payments for processing.

To be responsible for the review and approval of all accident documentation relating to the state fleet within the division.

As required, to assist and to investigate and resolve matters involving labor grievance and personnel administration.

To be responsible for the supervision of the Section's computer database system.

To determine fleet needs through conferences with officials; to coordinate the fleet operation activities of various sections within the department and to assist personnel in developing solutions for special needs requirements as they pertain to vehicle utilization.

To maintain detailed records on each vehicle within the fleet and to update each as service is provided on corresponding vehicle; to maintain current a master schedule on all preventative maintenance performed on all vehicles within the fleet to ensure compliance with all manufacturers specifications thereby eliminating invalidation of a vehicle's warranty; to maintain a dedicated file on all manufacturer's service bulletins and/or recall notices; to notify all authorized vehicle service vendors of these changes; to notify each driver of such recall notice and to monitor action of driver to ensure that proper steps are complied with to preserve integrity of the vehicle's safety and warranty.

To verify the quality of work performed on vehicles involved in accidents by making inspections to vendors performing such work and to detect any cases involving poor quality work; to document such cases in the event that the Office of Purchases feels justified in citing vendor because of continual violations.

To administer all phases of vehicle inspections to ensure compliance with all rules and regulations contained within the "Vehicle Handbook" to ensure that the handbook is maintained and updated by each driver.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of standard practices utilized in the operation and maintenance of a motor vehicle pool and the materials and equipment therefor; the ability to assist in the supervision, control and direction of the procurement of materials, equipment and supplies; the ability to assist a superior in the formulation of policies, plans, programs, and objectives connected with the administration of general support; the ability to investigate and report to a superior employee grievance problems; the ability to supervise the operation of a computer system; the ability to prepare clear and concise written reports; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing in business administration, management or a related field, and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory capacity involving the operation and management of a program for a large fleet of vehicles in a government or business unit.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 19, 1999

Editorial Review: 3/15/2003