

CLASS TITLE: FLEET OPERATIONS OFFICER

Class Code: 02546700
Pay Grade: 30A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting in the performance of duties related to a large state motor vehicle fleet including such operations as the acquisition, and distribution of vehicles; to be responsible for the procurement of repair services, administration of billing and payment, preparation of reports, preparation of vehicle registration, maintenance of rules and regulations for a large state motor vehicle fleet and the personnel assigned to such areas; coordination with the insurance companies and risk manager as necessary; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgment and initiative; work is reviewed for conformance to state and departmental guidelines, policies, and procedures.

SUPERVISION EXERCISED: Supervises and reviews the work of technical and clerical subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for assisting in the performance of duties related to a large state motor vehicle fleet including such operations as the acquisition, and distribution of vehicles.

To be responsible for the procurement of repair services, administration of billing and payment, preparation of reports, preparation of vehicle registration, maintenance of rules and regulations for a large state motor vehicle fleet and the personnel assigned to such areas.

To be responsible for maintaining and implementing a system and procedures for the acquisition of new vehicles and disposition of used vehicles.

To be responsible for developing, maintaining and administering rules and regulations for the operation of a large state fleet and use of state vehicles.

To maintain records on operation, maintenance and fuel use and costs for fleet vehicles.

To prepare reports as required by state law and as requested by departmental management personnel.

To coordinate with state agencies and /or ensure on the administration and enforcement of state fleet rules and regulations.

To coordinate state fleet insurance claims and /or prepare necessary documents for claims resulting from accidents.

To procure necessary services for the maintenance of the state vehicles and administer a work order maintenance and repair system.

As assigned, to oversee a system for the pre-audit of invoices and prompt payment of vendors.

As assigned, to manage the rotary account and administer accurate periodic billings to state agencies for fleet services.

As assigned, to calculate and revise the administrative surcharge for fleet services.

As assigned, to register all state vehicles according to law and to rules and regulations and maintain an inventory of all state vehicles and their registrations.

To maintain a procedure for handling complaints from the public concerning alleged misuse.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of standard practices utilized in the procurement and acquisition of vehicles and the operation and maintenance of a motor vehicle fleet;

the ability to assist a superior in the formulation of policies, plans, programs, and objectives connected with the administration of general support services; the ability to supervise billing and/or payment systems; 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; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity involving the operation and management of a large fleet of passenger 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.

SPECIAL REQUIREMENTS:

1. At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate; and
2. Must possess and maintain a valid Rhode Island driver's license as a condition of employment.

Class Revised: February 20, 2005

Class Revised: July 1, 2012