

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Director of Fleet Management	Department:	Fleet Management
Requisition Number:	2024098		
Hours:	7:00 a.m. – 4:00 p.m., may vary	Rate of Pay:	\$104,720.72 - \$112,000.00 Annually
Date Posted Up:	1/12/2024	Date Posted Down:	Until Filled
Time Up:	4:00 p.m.	Time Down:	

SUMMARY

Working under the general direction of the Director of Public Works, the incumbent plans, organizes, directs, and manages the City’s Fleet department. Also plans, supervises, reviews, and directs the work of administrative staff and vehicle maintenance employees and performs a variety of complex and advanced professional management functions. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism. Essential duties also include the following and others may be assigned.

- Performs highly complex and professional management work requiring a high level of independent judgment and technical expertise; reviews computations and makes decisions concerning difficult or complex fleet issues;
- Oversees and manages quality control of project and department planning, coordination, design, finance, organization, construction, maintenance, operations and personnel;
- Administers maintenance and repair of the City’s 2,200+ fleet of vehicles and diverse equipment;
- Prepares and/or coordinates various reports relating to tracking, project progress; reviews work of Fleet Garage to ensure compliance with established departmental goals and specifications;
- Directly responsible for the development of the annual Fleet operations budget, grant applications to secure outside funding, and policies and procedures including bid specs for fleet procurement and disposal;
- Develops cost-effective fleet replacement schedules for City departments;
- Develops and implements charge-back rates for fleet maintenance services charged to City departments;
- Develops policies and procedures governing the operation, maintenance and inspection of City vehicles and equipment to reduce improper use and/or neglect;
- Oversees internal and external fuel operations; researches and implements alternative fuel and air quality programs;
- Manages environmental requirements in accordance to fleet regulatory compliance and EPA standards;
- Plans, organizes, coordinates, and directs the work of the department to carry out programs and projects intended to improve the City’s fleet operations;
- Directs fleet inspections and monitors progress, evaluating operations and activities to recommend improvements and modifications to guaranty an operationally safe/OSHA compliant work environment;

- Directs, oversees and participates in comprehensive economic and environmental impact studies and investigations related to fleet management projects; performs complex and detailed analyses;
- Acts as a resource to management, boards and commissions, City Council, committees, and contractors in the planning, development, and implementation of the fleet activities in proposed project areas;
- Attends various meetings including public, Common Council, State and Federal agencies, City Administration and press conferences;
- Safeguards confidential information regarding Police, Fire, and other security sensitive areas as they relate to vehicle maintenance and scheduling;
- Maintains a sound management and operational structure with the department to foster good communications, talent acquisition, employee training and retention, customer service and healthy workplace conduct;
- Stays on top on advancements in vehicular and equipment technologies, as well as sustainable energy systems and develops plans to incorporate these into the City's Fleet, with education, training and continuous assessments of our systems;
- Remains available on a 24/7 on-call basis to address emergency situations including but not limited to natural disasters, incidents, or equipment malfunctions.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Directly supervises all employees in Fleet Management and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Business, Management, Public Administration or related field and ten (10) years related experience and/or training; or equivalent combination of education and experience in a public agency with an emphasis on Fleet Management.
- Supervisory experience of at least 5 years.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Understanding of governmental regulations relating to fleet operations;
- Working knowledge of federal and state statutes regarding the safe operation of vehicles and equipment;
- Knowledge of and experience with a personal computer using Microsoft Word, Excel, Outlook, Power Point.
- Ability to learn and navigate specialized software programs associated with Fleet Management and Operations, (FASTER), fuel usage tracking, inventory control, and billing systems.
- Effective oral and written communication skills and analytical skills conducive to managing a technical skills based work force.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables. The incumbent is responsible for devising creative, productive and expedient methods to devise and manage public works objectives and operations. Foresighted policy necessitates impact studies relative to other City programs and future developments.

CERTIFICATES, LICENSES, REGISTRATIONS

- IDEM Underground Storage Tank class A Operator certification (or obtain within 6 months of hire)
- Commercial Driver's License would be a benefit but not required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate. Working conditions can involve high pressure situations and frequent changes of environment ranging from a busy office atmosphere to site visitation and off-site department visitation.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.