

# FLEET SYSTEMS MANAGER

Recruitment #1604-4969-001

**List Type** Original

**Requesting Department** DPW-OPS-FLEET SERVICES

**Open Date** 5/12/2016

**Filing Deadline** 7/1/2016 11:59:00 PM

**HR Analyst** Jeff Harvey

## Introduction

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

## Purpose

The Fleet Systems Manager is responsible for general administration and management of the City's vehicle and equipment assets, fleet management systems and information resources, support systems, and the fuel tracking system.

## Essential Functions

- Provide staff level administration, analysis, assistance and service to internal/external Fleet Services customers.
- Develop and administer various projects, equipment repair campaigns and recalls.
- Produce routine and special queries and reports, for billing, inventory, activities, fuel tax, and cost of operation analysis.
- Set equipment rates, operator rates, repair shop rates and parts mark-up rates.
- Provide complete administration of the AssetWorks FleetFocus fleet maintenance system and database for tracking all vehicles and equipment.
- Ensure that vehicle records are set up correctly, set and audit repair codes, parts descriptions and task codes, and other associated entries into the FleetFocus system.
- Maintain the equipment database by setting up user rights, login conditions, and passwords.
- Create tracking codes for special projects, such as snow, ice, wind, and rain events and disaster recovery, recalls, and equipment modifications. Implement upgrades, changes and improvements to the system.
- Provide training classes for the various User Groups of the equipment database and trouble-shoot and resolve all system problems.
- Administer the AssetWorks FuelFocus system. Provide periodic checking, upgrading, and other adjustments as needed to keep the fueling system operational.
- Administer multiple fuel accounts that the section uses to purchase energy. Track and process payments for all fuel deliveries.
- Prepare quarterly and annual reports regarding fuel use, and compute fuel prices for both internal and external sales.

## ***Fleet Systems Manager (DPW-Ops-Fleet Services)***

---

- Responsible for in-ground and above-ground fuel storage tank maintenance, setting the appropriate cold weather fuel blends, and addition of fuel additives such as diesel anti-gel and anti-bacterial agents.
- Administer complete operation of the public access retail fueling sites for compressed natural gas (CNG).

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **Conditions of Employment**

*NOTE: This position is subject to U.S. Department of Transportation Regulations on Drug and Alcohol Testing, and random drug and alcohol testing throughout employment.*

### **Minimum Requirements**

1. A Bachelor's Degree in Business Administration, engineering, or a related mechanical field is required.
2. Three years of experience in the major repair and/or maintenance of automotive equipment.
3. Possession of a valid State of Wisconsin motor vehicle CDL license at the time of appointment and throughout employment.

***IMPORTANT NOTE:*** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

*NOTE: Equivalent combinations of education and experience may also be considered.*

### **Desirable Qualifications**

1. ASE Heavy Truck or ASE Automotive certifications.
2. Supervisory experience in the complete operations and maintenance of automotive and mechanized equipment.

### **Knowledges, Skills, Abilities & Other Characteristics**

- Broad knowledge of automotive, mechanical and hydraulic maintenance and repair processes.
- Knowledge of computer hardware and software trouble shooting techniques.
- Knowledge of data management principles and ability to enter, maintain and report from databases.
- Analytical skill and ability to evaluate established systems and recommend improvements to existing operations.
- Skill to communicate detailed technical information and processes to technical and non-technical personnel to inform department policy planning and development.

## ***Fleet Systems Manager (DPW-Ops-Fleet Services)***

---

- Excellent consultative and communication skills, analytical ability, strong judgment and management skills, and the ability to work effectively with senior management, departmental representatives, as well as other division personnel.
- Ability to apply and suggest best practices in compliance with industry standards when reviewing operations.

### **Current Salary**

**SALARY (PG 2IX):** The current starting salary is \$58,462 for City of Milwaukee residents. The non-resident starting salary is \$57,028 annually. Appointment up to \$72,492 is possible with approval based on qualifications and experience.

### **Selection Process**

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

*NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process*

**INITIAL FILING DATE** – The examination will be held as soon as practical after **June 3, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.