POLICE FLEET SUPERVISOR

Recruitment #1511-4498-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	11/17/2016
Filing Deadline	12/9/2016 11:59:00 PM
HR Analyst	Jeff Harvey

INTRODUCTION

Note: The eligible list resulting from this examination may be used to fill similar City of Milwaukee Positions.

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.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work.

PURPOSE

Under the general supervision of the Police Fleet Manager, the Fleet Service Supervisor performs all duties required to keep the fleet in good working condition, supervise associated staff and perform related administrative duties.

ESSENTIAL FUNCTIONS

- Supervises the maintenance and operations of the Police Department's 800 vehicle fleet in a professional and efficient manner.
- Supervises (days/early/late) shift personnel assigned to the Fleet Service Section, including completing performance evaluations.
- Works closely with employees assigned to vehicle set-up to ensure the needs of various departments and up to date technologies are effectively integrated into the set-up process.
- Supervise and schedule all work done on Police Department equipment by the City of Milwaukee Municipal Garage and outside vendors.
- Tracks cost for time and materials using fleet management software program.
- Makes recommendations regarding restorations, repairs and dismantles.
- Supervise the procurement of all parts and equipment needed to set-up new vehicles.
- Maintains inventory of equipment needed to service existing vehicles.
- Ensures the proper retention and maintenance of all required records.

- Monitors the scheduling of lubrications for the entire fleet and allocation of fuel for all District locations.
- Makes payable all invoices for car washes, portering, titles and licensing.
- Maintains compliance with Federal and Local Safety Emissions Standards for all vehicles.
- Develops shift schedule for work days, off days, vacation and/or any other non-work days for all assigned personnel.
- Enforces and responds to violations of the Police Department's Rules and Procedures.

CONDITIONS OF EMPLOYMENT

- The Milwaukee Police Department is a 24 hour/ 365 days per year operation and this position is subject to working weekends, holiday, working different shifts and being called in for emergencies. The normal hours are intended to be first shift, but the incumbent is responsible for the supervision of second and third shift positions and is expected to work different shifts and weekends as necessary.
- Must pass a Milwaukee Police Department background investigation prior to hire.

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.

MINIMUM REQUIREMENTS

1. Five years of experience in automotive fleet maintenance that includes at least 2 years as a fleet supervisor/manager **OR**
   An associate's degree in Automotive Technology from an accredited two-year college, AND three years of experience in automotive fleet maintenance that includes at least 2 years as a fleet supervisor/manager.

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

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 and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

2. Valid driver's License at the time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Experience in the management of equipment that supports snow and ice control operations.
- Experience administering a fleet of more than 250 vehicles.
- A valid class A or B commercial Driver's License (CDL).
- Experience in the public sector.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of vehicle service and repair techniques.
- Knowledge of procurement and inventory control.
- Knowledge of operating/supervising a vehicle repair facility.
- Knowledge of Federal and State Emission Standards.
- Knowledge of Microsoft Office computer programs and fleet management software programs.
- Ability to positively interact and communicate clearly and tactfully, in order to ensure that interactions with coworkers are professional and effective.
- Ability to lift and move objects weighing up to 50 pounds or more.
- Ability to work as part of a team and independently to evaluate, prioritize and solve problems and improve processes.

CURRENT SALARY

SALARY The current starting salary (PG 1BX) is $48,294 for residents of the City of Milwaukee. The annual starting salary is $47,109 for non-Milwaukee residents. Appointment up to $59,887 for City of Milwaukee residents and $58,418 for non-residents is possible 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. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **December 9, 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.