

FLEET SERVICES MANAGER

Recruitment #2002-5465-001

List Type	Original
Requesting Department	DPW-OPS-FLEET SERVICES
Open Date	3/19/2020 3:35:00 PM
Filing Deadline	4/9/2020 11:59:00 PM
HR Analyst	Nola Nelson

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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 Services Manager** is responsible for the effective management of the Department of Public Works (DPW) Fleet Service Section and oversees all DPW staff performing repair and maintenance of the 4000+ pieces of fleet equipment utilized by the Department of Public Works, the Milwaukee Police Department, and other City departments. Additionally, the incumbent in this position oversees dispatch functions including scheduling operators and equipment, training and testing of drivers and emergency response operations.



ESSENTIAL FUNCTIONS

Management and Oversight

- Oversee, direct, and monitor the overall operations of the Fleet Services Section.
- Oversee personnel administration for hiring and retention of talent, alignment of goals, and work rule administration.
- Provide direct supervision of support staff and management team.
- Provide policy and procedural direction, as well as monitor action plan implementation.
- Establish, implement and update standard operating procedures.

Budget/Inventory Oversight

- Manage, implement, and control section budget to include operating and capital budgets.
- Manage replacement program and rental services for fleet needs within budgeted allotments.
- Conduct research and stay current with fleet methods, products, parts, components, and availability.
- Work collaboratively with other departments to meet their fleet service needs.
- Manage and oversee all the various specifications for all equipment.
- Manage and maintain purchasing requirements, procedures, contract administration and utilization.
- Ensure deadlines are met to secure new equipment and products in a timely manner.
- Oversee inventory of parts, supplies, and materials to support maintenance and repair operations.

Vehicle Repair/Maintenance Oversight

- Oversee and direct the work of the Repairs Section to ensure consistent, quality preventative maintenance schedules and efficient required equipment repairs.
- Ensure state of the art equipment, tools, and supplies are implemented where needed throughout the organization.
- Oversee and direct inspection programs to meet or exceed regulatory requirements.
- Ensure timely documentation and up-to-date records of section activities including repairs conducted, inspections required and completed, parts used, and outside vendor verifications.

Dispatch Oversight

- Oversee and direct Fleet Dispatch operations and the assignment of equipment and operators for standard and emergency response.
- Ensure Fleet Division training programs are current, timely and robust in order to meet the needs of the Department served.

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

The Fleet Service Manager must be willing and able to do the following:

- Perform oversight and provide management direction for snow and ice control duty assignments and respond to emergency events.
- Work various shifts and extended hours, including weekends and holidays, during the winter season.
- Work in all types of weather conditions.
- Work under adverse environmental conditions, such as variable temperatures, fumes, odors, and dust.
- Walk, crouch, reach, and lift and move up to 10 pounds on occasion.
- Travel to attend training, vendor exhibits, or conferences.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business or public administration, automotive technology, systems management or a closely related field from an accredited college or university.
2. Five years of progressively responsible experience in fleet management or management of public works operations.
3. Valid State of Wisconsin Driver's License at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Completion of additional formal education, training and specialized coursework related to fleet management.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge and Skills

- Knowledge of current practices, procedures and emerging trends related to the municipal fleet management.
- Knowledge of business management, general budgeting, purchasing, inventory management, and logistics principles; ability to review requisitions and specifications.
- Knowledge of safety principles related to large fleet management and operations.
- Knowledge of repair/maintenance servicing and inventory control related to large fleet operations.
- Knowledge of snow and ice control methods and techniques for a large city.
- Ability to manage snow and ice control operations with a calculated, dynamic approach.
- Knowledge of City of Milwaukee streets, neighborhoods, boundaries, and special conditions and locations important to daily and emergency operations.
- Knowledge of industry-relevant technologies such as geographic information systems, mobile work order systems, and fleet routing software.
- Ability to read, understand, and interpret complex work-related documents.
- Knowledge of mathematics to be able to manage a large budget; procure vehicles, equipment, and supplies; and oversee vehicle leasing.
- Ability to use word processing, spreadsheet, database, asset management, and fleet management applications to create documents, produce reports, and manage fleet service orders and equipment.

Leadership Skills

- Knowledge of leadership principles; supervisory skills, including the ability to assign and direct work, assess performance, make hiring decisions and take corrective action as needed.
- Training and motivational skills; ability to provide guidance and training and to coach team members to success.
- Decisive; ability to handle emergencies with a calm and thoughtful approach.

Communication and Interpersonal Skills

- Verbal communication skills so as to clearly convey information to departmental members and others.
- Written communication skills, including the ability to prepare clear and concise correspondence, policies and reports.
- Interpersonal skills; ability to collaborate effectively with other City managers, elected officials, fellow staff, direct reports, and outside parties.
- Customer focus and a dedication to exceptional service delivery; ability to interact with citizens in a courteous, tactful, and concerned manner.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

Critical Thinking Skills

- Analytical skills to be able to analyze and interpret data and apply knowledge to identify and develop process improvements.
- Problem-solving skills to effectively address complex challenges.
- Decision-making skills and sound judgment.

Professional Characteristics

- Organizational and time management skills to meet deadlines, including the ability to cope with frequent interruptions, changing priorities, and stressful situations.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.
- Dedication, willingness and the ability to respond to the department's emergency response efforts.
- Ability to exhibit professionalism, trustworthiness, and stewardship regarding City resources.
- Ability to represent the department with professionalism, honesty, and integrity.
- Commitment to professional development and staying abreast of best practices in vehicle repair, fleet management and municipal operations.

CURRENT SALARY

THE CURRENT SARALRY RANGE (1JX) is **\$80,442-\$112,627** annually, and the resident incentive salary range for City of Milwaukee residents is **\$82,855-\$116,006** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

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 **Thursday, April 9, 2020**. 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.

ADDITIONAL INFORMATION

Applications and further information may be accessed by visiting www.jobaps.com/MIL.

- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.

- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code = 101

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.