

POLICE FLEET SUPERVISOR

Recruitment #2010-4498-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	11/6/2020 08:30:00 AM
Filing Deadline	11/30/2020 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

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

PURPOSE

The Police Fleet Supervisor plays a key role in maintaining the large Milwaukee Police Department (MPD) fleet in good working condition, including managing the daily operations of the vehicle set-up facility and supervising assigned staff.

ESSENTIAL FUNCTIONS

SUPERVISION:

- Provide daily supervision for assigned personnel in the MPD vehicle set-up facility, including planning, assigning, directing, and evaluating work.
- Coordinate vehicle upfit processes with internal and external partners.
- Develop and implement performance metrics and quality control processes.
- Ensure that completed vehicles meet departmental standards.
- Evaluate and improve set-up procedures and processes.
- Meet or exceed established production goals.
- Develop shift schedule for assigned staff.
- Perform duties of Police Fleet Manager in his/her absence.

PROCUREMENT:

- Manage inventory of parts, equipment, materials, and supplies needed to set up new vehicles and service existing vehicles.
- Create and maintain inventory records in the fleet management system.
- Perform periodic inventory counts.
- Make payable related invoices.
- Manage parts warranty claims and returns.

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

- MPD operates 24/7; thus, while the Police Fleet Supervisor primarily works first shift, the incumbent may be required to work beyond standard business hours, including weekends and holidays, to meet departmental needs and respond to emergencies.
- Perform work requiring moderate physical exertion, including walking distances, stooping and kneeling, lifting and moving objects weighing 10-20 lbs. frequently, and exerting up to 50 lbs. of force occasionally.
- Work under adverse environmental conditions, such as variable temperatures, fumes, odors, and dust.

MINIMUM REQUIREMENTS

1. Associate's degree in automotive technology or a related field from an accredited technical college, **AND**
2. Two years of supervisory experience in fleet management, automotive maintenance, electronics installation, parts management, or comparable experience.
3. The successful candidate must pass an MPD background investigation prior to appointment and throughout employment.
4. Valid State of Wisconsin driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered; for example, four years of experience as described under #2, above, may be considered equivalent.

NOTE: *To receive credit for college, transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov. Your transcript must be legible and include the school name, your name, the degree completed (if applicable), and degree completion date.*

DESIRABLE QUALIFICATIONS

- Experience with emergency vehicle electronics, parts, and installation.
- Experience with a large fleet of vehicles.
- ASE Certification.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Supervisory knowledge and skills, including ability to assign and direct work, assess performance, and provide training and coaching.

- Knowledge of mathematics, procurement, and inventory management concepts in order to purchase vehicles, equipment, and supplies.
- Knowledge of vehicle maintenance and repair practices.
- Knowledge of safety principles and practices related to vehicle repair and fleet operations.
- Knowledge of Federal and State Emission Standards.
- Skill in using fleet management systems and word processing, spreadsheet, and database applications.
- Ability to read, understand, and interpret technical work-related documents.
- Written and oral communication skills to be able to convey information in a clear and concise manner.
- Customer service, interpersonal, and teamwork skills; ability to work cooperatively and effectively with colleagues, sworn staff, City staff, and vendors, including people whose backgrounds may differ from one's own.
- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Organizational and record-keeping skills.
- Time management skills, flexibility, and ability to remain calm in stressful situations.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Honesty and responsible stewardship of City resources.

CURRENT SALARY

The current starting salary range (PR 1BX) is **\$48,670-\$67,616** annually, and the resident incentive salary range for City of Milwaukee residents is **\$50,130-\$69,644**. *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 **Monday, November 30, 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 can 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 103

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