



TRANSFER/PROMOTIONAL OPPORTUNITY
for
FLEET OPERATIONS MANAGER
(Department of Public Works - Operations)

The responsibility of the Fleet Operations Manager is to manage and direct all municipal equipment and vehicle operations, administer all dispatch functions, and develop and manage the budget of the Fleet Services Section. Fleet Services is committed to providing the highest quality service to its internal and external customers. In meeting this commitment, the person in this position is expected to be knowledgeable, competent, dependable and courteous in the performance of job responsibilities and to work cooperatively as part of the DPW and Operations Division Management Team.

ESSENTIAL FUNCTIONS:

- Manage and direct the operations of and provide budget control for the Fleet Services Section. Establish comprehensive objectives and strategies for the equipment and vehicle operations and management. Implement performance measures to ensure safety, cost effective repairs and replacement and acquisition of vehicles and equipment.
- Oversee dispatch operations to monitor and optimize driver and equipment utilization. Facilitate the appropriate interpretation of various labor contracts. Implement and enforce best practices for driver training, computerized dispatching and fuel savings.
- Administer and implement enhancements to the fleet information systems for financial management, decision making and the planning process to develop an affordable replacement schedule and right sizing fleet and to maximize the interaction between departments and delivery of services.
- Develop equipment specifications and approvals, establish lease and rental rates, manage various service contracts and inventory control (approximately \$1 million in parts) and assure compliance with state and federal laws.
- Be responsible for mobilizing both a fleet and contractors for emergencies, including snow plowing and salting, and for coordinating activities with other departments. Manage snow and ice operations on a rotating basis with other division administrators.
- Have overall responsibility for the appropriate enforcement of policies, procedures, standards and labor contracts.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

- A Bachelor's Degree in business, automotive technology, public administration or related field from an accredited college or university.
- A minimum of five years of professional fleet management or supervisory experience with a large fleet operation. (High School Graduation and nine (9) years of supervisory fleet maintenance experience may be substituted for the college degree.)
- Current status and at least three months of experience as a regularly appointed City of Milwaukee employee.
- Valid Wisconsin driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

DESIRABLE QUALIFICATIONS:

- Fleet Manager Certification from APWA (American Public Works Association) or NAFA (National Association of Fleet Administrators).
- Completion of additional formal education, training and specialized coursework related to fleet management.

OTHER QUALIFICATIONS

- Knowledge of all aspects of Fleet Management.
- Ability to work effectively with vendors, technical staff and manufacturing representatives.
- Ability to work with senior administrators.
- Ability to plan, direct and supervise the operations and personnel of a major section, including knowledge of modern public administration, management procedures and methods, ability to evaluate programs, select alternative approaches and perform program development. Knowledge of repair maintenance servicing and inventory control related to large fleet operations is essential.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Effective oral and written communication skills including the ability to prepare reports and other documents.
- Knowledge, familiarity and experience with personal computers.
- Ability to handle human resource issues and to evaluate performance.

SALARY GRADE AT WHICH POSITION WILL BE FILLED: (13) \$3,018.02 to \$4,225.53 biweekly

SELECTION PROCESS: The Department of Public Works will conduct a job-related selection process consisting of an evaluation of education and experience and a personal interview. The Department reserves the right to invite only the most qualified candidates to the personal interview. The selected candidate will be *transferred and /or promoted to the position.*

APPLICATION PROCEDURE: *Send a letter of interest, resume, and application to Venu Gupta, Superintendent, Buildings & Fleet, 841 North Broadway, Room 602, by September 4, 2008.*