

*Code: 2275*

*Title: AUTOMOTIVE SERVICES MANAGER*

**SUMMARY:** Under management direction, performs work of considerable difficulty managing and supervising the County automotive, truck, heavy equipment and related vehicles fleet, to include procurement, maintenance, repair, modification and associated functions related to fleet management staffing, budgeting, vehicle and equipment registration and licensing, related tele-communications systems and compliance with applicable local, state and Federal laws, codes and regulations.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Coordinates applicable vehicle/equipment insurance, liability and related risk management coverages and programs with the County Risk Management division;  
Develops and manages the Automotive Services departmental budgets;  
Coordinates, through subordinate managers, the registration and licensing of the County vehicle/equipment fleet to comply with applicable Federal and State of Arizona laws, rules and regulations; assures that special-purpose registration and licensing of selected vehicles/equipment used in law enforcement and related sensitive operations comply with applicable laws, rules and regulations, and that such information is not disclosed except to authorized persons with a need-to-know and clearance from the affected agency or office;  
Oversees, through the Fleet Service Manager, the servicing, maintenance, repair and modification of County owned/leased/rented vehicles and equipment;  
With supported or requesting department input, develops bid materials for providing vehicles, equipment, supplies, parts and services and coordinates advertising, bid openings and contract awards with County Financial Operations;  
Evaluates contractor, vendor and supplier contract performance and authorizes payment of contractual obligations;  
Oversees, through Administrative functional area manager, the accounting, costing, billing, collection and related fiscal administration of the County vehicle/equipment fleet and associated services, to include related fixed/portable/mobile telecommunications systems;  
Determines suitability of vehicle/equipment fleet operations, maintenance and supporting services and directs needed changes in operations, policies and procedures to assure cost-effectiveness of the automotive services provided to the County;  
Directs rotation, disposal or recycling of vehicles, equipment and associated materials in compliance with County asset management directives, applicable laws, rules and regulations;  
Oversees compliance of Automotive Services staff with applicable risk management, environmental hazards and safety programs;  
Coordinates activities of Board of Supervisors committees assigned oversight responsibility for Automotive Services.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, practices methods and techniques of automotive, truck and heavy equipment fleet management and service administration;
- principles, practices, methods and techniques of automotive, truck and heavy equipment repair, modification and servicing;
- principles of effective management, supervision and evaluation of personnel;
- contracting, procurement and resource management processes and legal requirements thereof;
- budgeting processes in a public sector environment;
- effective communications techniques;
- applicable risk management, insurance, vehicle and operator licensing and registration rules, laws, regulations and like directives;

Skill in:

- administering and directing the activities of a large automotive, truck and heavy equipment fleet, to include service, maintenance, modifications, procurement and disposal;
- developing, administering and adjusting budgets;
- evaluating contractor and vendor performance in the provision of vehicles, heavy equipment, related parts, supplies and services;
- communicating effectively with subordinates, the public, higher management and appointed/elected officials;
- evaluating and solving complex administrative and scheduling problems;
- negotiating with contractors, vendors and service providers;
- interpreting and implementing rules, regulations and directives imposed by law, statute, industry standards or like authoritative guidance.

MINIMUM QUALIFICATIONS:

(1) A bachelor's degree from an accredited college or university in transportation management, business or public administration and six years of administrative or managerial experience in an automotive/heavy equipment fleet operation, to include vehicle repair and servicing;

[Additional relevant administrative/managerial experience in a fleet operations/maintenance setting may be substituted for up to one-half of the required education.]

OR:

(2) Eight years of direct managerial experience in either vehicle fleet operations, maintenance, procurement or servicing, and at least two years of budget development, administration and monitoring;

OR:

(3) Four years of experience with Pima County as a Fleet Service Manager plus one year of direct budget development and administration, preferably in a public sector setting.

OTHER REQUIREMENTS:

Licenses and Certificates: Position may require possession of an Arizona Driver's License with appropriate endorsements.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: Due to need for access to law enforcement facilities, records or associated sensitive data, position may require successful completion of a background investigation by law enforcement agencies.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.