

Code: 7455

Title: FLEET SERVICES DEPARTMENT DIRECTOR

SUMMARY: Administers, manages and supervises the provision of fleet services to County Departments by the Fleet Services Department, to include maintenance and repairs of the fleet and associated radio-communications equipment, and procurement and disposition of vehicles and related equipment. This is a classification in the Unclassified series and is exempt from the Merit System Rules.

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

Plans, directs and manages the operations of the Fleet Services Department;
Establishes and implements departmental policies and procedures;
Performs studies and establishes long-range plans, goals and policies;
Institutes staffing and organizational changes;
Enforces safety regulations;
Directs training programs;
Organizes and manages all automotive and heavy equipment acquisition, maintenance and repairs, to include the disposition of obsolete, surplus or non-reparable vehicles and equipment;
Organizes and manages the acquisition, maintenance and repair of mobile and fixed-station radio communications equipment with departmental resources or through contracted service providers;
Coordinates all automotive maintenance and repair activities;
Maintains cost records, equipment status information and schedules;
Administers, through departmental staff, the operation of the County Motor Pool;
Prepares, submits and manages the departmental budget;
Prepares and submits routine, recurring and special reports and analyses.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods and techniques of automotive fleet service administration;
- principles, practices, methods and techniques of automotive maintenance and repair;
- principles and practices of employee management, training and supervision, County Merit System Rules and Personnel Policies/Procedures;
- County procurement policies and procedures;
- County financial policies and procedures.

Skill in:

- administering and directing the activities of a large fleet service department;
- evaluating and solving complex administrative, operational and scheduling problems;
- developing and administering budgets;
- negotiating cost-effective contracts for vehicles, heavy equipment, related equipment and radio-communications equipment and contracted services;
- communicating effectively.

DESIRED QUALIFICATIONS:

Desired qualifications will be established by the Appointing Authority at the time of recruitment. Typically, this will include a Bachelor's degree from an accredited college or university with a major in Business or Public Administration, Transportation Management or a related field and significant professional experience in the administration and management of a fleet services operation and organization.

OTHER REQUIREMENTS:

Special Notice Items: This is an appointed, management position in the Unclassified service and is exempt from the Pima County Merit System Rules.

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

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.

Pima County

03/01/78
Updated 11/10/05^(fn)