

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Deputy Director of Fleet Management**

**Department: Public Works**

**Pay Grade: GS.12**

**Supervision Received From: Director Fleet Mgmt.**

**FLSA Status: Exempt**

**Supervisory Responsibility For:**

**Established: 12/15/17**

**Revision Dates: 4/1/25;  
11/30/23; 10/20/23**

### **CLASSIFICATION SUMMARY:**

Reporting to the Director of Fleet Management, incumbents in this classification are responsible for assistance in directing City-wide Fleet activities and operations. Duties include establishing appropriate service and staffing levels; monitoring and evaluating the efficiency and effectiveness of service delivery methods; planning, directing and coordinating the Public Works' department work plan; overseeing the review process for compliance with code and contract requirements and overseeing and ensuring efficient resources and fiscal management for the department. Work is performed under the Director of Fleet Management, working with the maximum degree of initiative and judgment.

### **SERIES LEVEL:**

The Deputy Director of Fleet Management the first of a two part series of positions.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises lower level division staff, to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Supervises preventive and routine maintenance activities; coordinates preventive maintenance schedules; ensures that all vehicles and equipment receive appropriate maintenance.

Maintains a comprehensive, current knowledge of equipment, and tools associated with repairing, maintaining and testing of vehicles and equipment, which may include a service truck, bus, dump truck, tractor, forklift, sweeper, trailer, bulldozer, backhoe, end loader, fuel truck, generator, tire changer, computerized tire balancer, battery/charging system analyzer, transfer pump, air conditioner recovery/recycling machine, air wrench, air compressor, pressure washer, hydraulic jack, grease gun, tire hammer, welder, torch, metal grinder, skill saw, table saw, drill press, gauges, mechanic tools, volt ohmmeter, and diagnostic instruments.

Organizes the work of work units within the Fleet Division, aligning and coordinating functions and resolving intra and inter-departmental conflicts.

Assist in development and manage operational budgets, including capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Conducts division meetings and training sessions; attends meetings; serves on committees as needed; makes speeches or presentations.

Directs and oversees activities associated with projects, from inception to completion; monitors progress to ensure timely completion of projects and inspects work during all phases of the project and upon completion to ensure compliance with applicable regulations, standards and specifications.

Researches, analyzes, interprets and evaluates ordinances, codes, laws, rules, regulations, standards, policies and procedures; ensures departmental compliance with applicable ordinances, codes, laws, rules, regulations, standards, policies and procedures; initiates corrective actions to eliminate deviations or violations.

Directs and implements precautionary work techniques and safety equipment to ensure safety of employees and equipment.

Prepares, reviews, interprets and analyzes a variety of complex and multi-faceted division and department information, data, contracts, plans, work requests, maps, technical publications, manuals, reference materials, forms, schedules, calendars, surveys and reports; makes recommendations based on findings.

Use, carry and answer their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or related field, and at least five (5) years of combined experience in fleet management, professional public work activities, project management, work management software, budget preparation, or budget management, with three (3) years in a supervisory role; or any combination of equivalent experience and education.

## LICENSING AND CERTIFICATIONS:

Valid Driver's License upon hire Fleet Management Certification Preferred

## KNOWLEDGE & SKILLS:

Knowledge of leadership principles and practices; public administration principles and practices; public relations principles; budgeting principles; fleet services, administration and management principles; strategic planning principles; financial management principles; program development and administration principles and practices; project management principles and practices; mathematical concepts; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and/or procedures; policy and procedure development practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; analyzing issues and problems related to operations, services and management information to formulate project plans, develop complex programs, present and obtain consensus on recommendations, processes, goals and solutions; managing projects; performing mathematical calculations; implementing public relations programs; preparing and analyzing reports; reading, comprehending and reviewing financial information; making program decisions based on financial considerations; adapting to rapidly changing operational requirements; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of organizational goals; managing fleet projects; managing and administering budgets; collaborating with external agencies and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

## PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

## WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Incumbents may be subjected to fumes, dusts, gasses, and extreme temperatures.

## SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.