

CITY OF CHATTANOOGA

Classification Specification Title: Director Fleet Management

Department: Public Works

Pay Grade: GS.14

Supervision Received From: Administrator PW

FLSA Status: Exempt

Supervisory Responsibility For: Admin. Support 1, Admin Support Specialist & Asset Mgmt Syst. Coord.

Established: 5/04/17

**Revision Dates: 4/1/25
11/30/23; 10/20/23; 6/12/17**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for 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 administrative review, working with the maximum degree of initiative and judgment.

SERIES LEVEL:

The Director of Fleet Management is a stand-alone classification.

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.)

Provides oversight and directs the implementation of Fleet Division, to include planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensuring compliance with Federal, State and Local laws, regulations, codes and/or standards; coordinating activities between multiple service areas, and working to integrate and coordinate service areas.

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.

Plans, directs and coordinates the division's work plan; assigns projects and areas of responsibility to appropriate divisions; reviews and evaluates work methods and procedures; meets with key staff to discuss and resolve problems.

Develops and manages operational budgets, including capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

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.

Collaborates with City Departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

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.

Uses, carries and answers cell phones 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 five (5) years of experience in fleet management and professional public works activities, to include project management or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Must possess a valid Driver's License Fleet Management Certification Desired

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, the general public, etc. 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.