

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Police Fleet & Facilities Manager**

**Department: Police**

**Pay Grade: GS.11**

**Supervision Received From: Dir. Org. Dev.**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Bldg. Main Mech 1,**

**Established: 8/07/17**

**Admin Support Asst 2**

**Revision Dates: 4/3/25;  
12/6/24; 10/20/23**

### **CLASSIFICATION SUMMARY:**

The incumbent in this classification manages Police fleet operations and facilities staff to ensure safety and reliability of the department's fleet of vehicles and structures. The incumbent also manages the planning, design and construction management program for Police facilities, to include developing and implementing long- and short-range capital facilities design, construction, space planning and renovation projects.

### **SERIES LEVEL:**

The Police Fleet & Facilities Manager is a stand-alone position.

### **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.)*

Ensures departmental compliance with all applicable laws, rules, regulations, standards, policies and procedures; promotes compliance with policies governing the use, operation, and maintenance of fleet vehicles; initiates any actions necessary to correct deviations or violations.

Conducts inspections of vehicles assigned to fleet; reviews inspection reports from other units; conducts inspections of vehicles to ensure safety and proper operations; identifies damaged, wrecked, or malfunctioning vehicles; prepares reports describing unreported damage or abuse to vehicles.

Coordinates assignment of vehicles to departmental employees; assigns vehicles, receives returned vehicles, and reassigns vehicles according to policies.

Prepares and maintains fleet records: maintains current inventory records of all vehicles assigned to the department; maintains computerized records of vehicles utilized for undercover, narcotics, take-home, or other special purposes; maintains records of vehicles assigned to various precinct stations; prepares lists of vehicles exceeding departmental standards governing mileage and condition; prepares lists of vehicles to be assigned to surplus status; maintains records of status of vehicle inspections, tags, or registrations.

Testifies at department hearings regarding damaged/abused vehicles. Composes correspondence and reports on behalf of the department. Prepares or completes various forms, reports, correspondence, lists, vehicle inspection reports, activity reports, vehicle assignment records,

inventory records, or other documents. Receives various forms, reports, correspondence, vehicle inspection reports, fleet assignment records, tag/title documentation, vehicle manuals/documentation, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.

Coordinates work activities with department staff, City Fleet Services, other departments, outside agencies, and others as needed. Communicates with supervisor, employees, other departments, City officials, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Coordinates the allocation of space and similar resources in City buildings. The employee identifies alternative solutions to pending issues and concerns as well as to possible long range ramifications to problems lacking precedents, applicable technical guides or standards, and elements.

Develops and implements long and short range capital facilities construction, design, space planning and renovation projects. Negotiates with developers and contractors building contracts, specification interpretations, changes and funding allocation and/or disputes. Identifies and plans potential long and short range capital facilities construction projects with senior departmental and City management develops project budget guidelines; identifies funding resources either through existing or new capital improvement monies. Develops and/or directs the development of requests for proposals to generate project architectural and engineering designs; may conduct pre-bid conferences; works with architectural staff in the determination of project design.

Monitors all projects; ensures that project schedules are developed and adhered to. Supervises, coaches, develops, trains and advises staff on substance, priority, and progress of work, on-going responsibilities, and in the resolution of complex work problems and assignments.

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 related duties as required.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Six (6) years of any combination of equivalent education, training or experience sufficient to perform the essential duties of the job will be considered. Examples of relevant education include an Associate's Degree or Vocational/Technical training in Automotive Maintenance or Project Management. Examples of relevant experience include supervision of fleet or facilities maintenance services and staff.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

#### KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; vendor management principles; fleet operations and activities; inventory management principles; contract maintenance principles; mathematical concepts; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; and customer service principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; using computers and related software applications; monitoring and maintaining inventory; developing and implementing services and policies that promote a centralized fleet asset management system; planning, advising and resolving issues related to fleet assets and maintenance; overseeing maintenance and purchasing processes; developing and maintaining asset specifications, evaluations and life cycle determinations; performing mathematical calculations 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, talking, hearing, seeing, and repetitive motions.

#### WORK ENVIRONMENT:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oil, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: Y

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.