

CLASS SPECIFICATION
Vehicle Services Administration Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, coordinates and supervises acquisition and disposal of vehicles and motorized equipment purchased by the City; supervises fleet administrative support; prepares, reports on, and monitors the capital budget for the replacement of vehicles and equipment; prepares and administers fleet operating budget; manages and administers fleet grant applications; research fleet technologies; oversees City fueling infrastructure and emergency supply systems, fuel management and leak detection systems, and facilities projects; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

With administrative direction from the Vehicle Services Manager, this single-incumbent class is responsible for oversight and supervision of programs and staff of the Vehicle Services Division's administration section including the City-wide vehicle acquisition program, the vehicle services management information system, the City's fuel management program, and the division's administrative and payroll functions. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to section responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations;

provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans, coordinates, supervises, and administers the acquisition of a diverse array of vehicles, including motor scooters, backhoes, police cars, street sweepers, etc.; coordinates replacement programs with customers; recommends alternative purchasing strategies; establishes standards for work group effectiveness and efficiency and ensures they are met; develops reporting systems and monitors budget and unit performance; ensures compliance with City policy and purchasing requirements; maintains vehicle and equipment inventory and replacement schedule.
5. Prepares and administers the Vehicle Services Capital Equipment Fund budget; creates and establishes vehicle replacement rate structures; estimates life cycles of vehicles and equipment, as well as income from disposal of surplus.
6. Plans, coordinates and administers the City's excess vehicle disposal program.
7. Conducts a variety of special studies and analyses regarding the administration of the City's vehicle management program.
8. Plans, monitors and administers the City's fuel management system; administers external agency access to City-owned re-fueling sites and numerous contract sites City-wide; administers contracts for fuel purchase and delivery; administers rates, customer billing, and statistical reporting on billings and consumption; monitors payments to contractors; ensures legal compliance with respect to the storage and dispensing of fuel; monitors the adequacy of the City's emergency fuel supply.
9. Plans, develops, administers and monitors the division's vehicle services management information system and supporting internal network applications; plans, directs, and participates in the development, maintenance and operation of the division's automated parts management systems; develops and recommends policies, procedures, and standards for the division's vehicle management information systems; manages interface with City-wide systems.
10. Oversees the preparation of bid specifications for fuel and vehicle acquisition contracts. Manages and administers fleet grant applications.
11. Plans, directs and supervises the division's administrative support function, including payroll and related human resource functions, accounting, budgeting, purchasing, customer services and office support.
12. Responds to inquiries and complaints from other bureaus and divisions.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principals, methods and practices associated with the acquisition and management of a large, diverse fleet of vehicles and equipment.
2. Basic knowledge of the methods, practices, tools, equipment and parts used in the maintenance and repair of the City's diverse fleet.

3. Current trends and developments in the area of vehicle systems and the development of specifications for the acquisition of vehicles.
4. Computer applications related to the work of the Vehicle Services division.
5. Fuel management systems.
6. Principles and practices of budget development and administration.
7. Laws, codes, regulations and guidelines related to the work.
8. Research methods and techniques.
9. Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
10. Effective business communications.

Ability to:

1. Plan, assign, supervise and coordinate multiple functional specialties with overlapping work areas.
2. Plan, organize and implement acquisition and disposal programs for a large, diverse fleet of vehicles.
3. Administer complex contracts.
4. Prepare, monitor, and administer a large capital budget.
5. Manage a large inventory of automotive parts.
6. Plan, oversee, and implement enhancement and maintenance of division information systems, including the automated management information system for the fleet management program, and interfaces with City-wide systems.
7. Administer a large, multi-location refueling system.
8. Select, motivate and evaluate staff, and provide for their training and development.
9. Analyze complex administrative problems, evaluate alternatives and recommend effective courses of action.
10. Prepare clear and concise records, reports, correspondence and other written materials.
11. Exercise independent judgment and initiate within general policy guidelines.
12. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, or a closely related field; and four years of experience in the acquisition of a large, diverse vehicle fleet and related administrative functions with at least one year in a lead or supervisory role; or an equivalent combination of training.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 12-16-09

Revised: