



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
FLEET SUPPORT MANAGER
VEHICLE AND EQUIPMENT SERVICES

Human Resources Department
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Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for managing the vehicle replacement and surplus programs, information technology resources, fleet data and the fuel tracking system. This position also provides oversight for the management and maintenance of the City's non-departmental vehicle fleet (motor pool). Reports to the Fleet Services Administrator.

ESSENTIAL JOB FUNCTIONS

Plans, coordinates, and administers the City's vehicle and equipment replacement and surplus programs. Uses data analytics and statistics to provide predictive maintenance, repair, and replacement strategies. Reviews fleet status, analyzes equipment usage and makes recommendations based on identified needs. Administers, maintains, and troubleshoots the fleet management, fuel tracking, and other system software and database configurations to include utilization of fleet management software, fuel distribution system, web based and Java applications, Crystal Reports, Structure Query Language (SQL) databases, and Window Terminal Services. Develops and produces reports as needed.

Researches and consults with vendors concerning vehicle or equipment specifications, warranties, performance criteria and available options or equivalents. Purchases vehicles and equipment in accordance with applicable City, state, and federal regulations; conducts surplus sales; develops and budgets multiyear replacement plans and strategies; coordinates with various City departments to prepare bid specifications and recommend bid awards. Coordinates and secures travel for pre-delivery inspections.

Responsible for the effective supervision and administration of the Service Office and Motor Pool operations including budget preparation and monitoring, fuel purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Coordinates with departments of Purchasing, Information Technology, and Finance as needed.

Serves as the department's environmental officer and stays abreast of applicable Environmental Protection Agency (EPA) or Virginia Department of Environmental Quality (DEQ) regulations to include monitoring two fuel sites and maintaining appropriate records.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Fleet Management** - Thorough knowledge of personal computers, network hardware, network operating systems, database software and other information technology equipment and systems to effectively operate and maintain a large fleet, its maintenance records and replacement program.
- **Accounting/Budgeting** - Comprehensive knowledge of modern management philosophies and methods as applied to procurement administration and related areas. Knowledge of general accounting principles, financial computations, statistical analysis and forecasting techniques. Knowledge of basic budgeting principles and practices.
- **Inventory Management** - Knowledge of automotive inventory management and procurement. Knowledge of sources, suppliers, and substitutions for specialized materials and equipment used in the automotive repair industry.
- **Supervision** - Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.

REQUIRED SKILLS

- **Computer Skills** - Utilizes a personal computer with fleet management software, fuel distribution systems, web based and Java applications, Crystal Reports, Structure Query Language (SQL) databases, Window Terminal Services, word processing, spreadsheet, and database applications to effectively complete a variety of tasks with reasonable speed and accuracy.
- **Interpersonal Relationships/Customer Service** - Develops and maintains cooperative and professional relationships with employees and the public. Effectively responds to and resolves inquiries and disputes.
- **Judgment and Decision Making** - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- **Communication** - Ability to communicate ideas and proposals verbally and in writing so others will understand, to include the preparation of detailed reports which include numerical information and statistics.
- **Financial Management** - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.
- **Coordination of Work** - Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Business, Information Technology, or a closely related field and 3 - 5 years experience in the automotive management field to include 2 - 3 years of database and report design experience and 2 - 3 years of supervisory or lead worker experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, or traffic hazards.