



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
DIRECTOR
VEHICLE & EQUIPMENT SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for providing leadership and strategic direction for the City's Department of Vehicle and Equipment Services. Evaluates, assesses and makes recommendations to City Manager and City Council with respect to the City's vehicle and equipment management program. Reports to the Assistant City Manager.

ESSENTIAL JOB FUNCTIONS

Provides leadership and strategic direction for determining priorities, goals and objectives to meet the City's vehicle and equipment needs to include developing equipment specifications, overseeing and coordinating equipment procurement, establishing contracting procedures and coordinating contract work, and establishing and administering a systematic and cost effective equipment replacement program.

Establishes implements and evaluates internal systems to effectively meet operating goals and objectives. Develops and evaluates policies and procedures to effectively carryout departmental operations; promotes staff collaboration, innovation and critical thinking in developing solutions and approaches to departmental issues. Responsible for effective employee relations, diversity and staff development; oversees and performs employee evaluations; administers human resources policies and procedures; determines appropriate personnel actions.

Responsible for overall management of the department; including budget research, development, preparation and budget monitoring to ensure cost effectiveness and ensures that purchasing and financial transactions are properly conducted in accordance with City administrative policies and procedures.

Develops proposals and reports and presents recommendations to City Management, City Council and other groups. Responsible for coordinating with City Manager for placement of items on the City Council's Agenda; ensures reports, studies, and plans are appropriately processed in accordance with federal, state, and city laws and ordinances.

Responsible for implementing programs, policies and procedures in purchasing, inventory systems, parts management, computer utilization, communication flow, general financial and accounting, accountability systems and cost evaluation systems.

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

- **Equipment Management and Administration** – Thorough knowledge of the principles, practices and procedures of equipment management systems including automotive and specialized heavy equipment and equipment maintenance technology. General knowledge of municipal organization and operations, and related state, federal and local agencies and organizations.
- **Management of Personnel** – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of human resources information systems.
- **Customer Service** – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services as well as the evaluation of customer satisfaction.
- **Technology** – Knowledge of current trends and practices related to the use of technology in vehicle and equipment management.

REQUIRED SKILLS

- **Performance Management** – Monitoring and assessing performance of other individuals and the organization to make improvements or take corrective action. Motivating, developing, teaching and directing people as they work, identifying the best people for the job.
- **Critical Thinking** – Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- **Judgment and Decision Making** – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

REQUIRED ABILITIES

- **Coordination of Work** - Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Implements work activity in accordance with priorities and estimated schedules. Performs a broad range of supervisory responsibilities over others. Highly developed ability to evaluate plan alternatives in relation to trends, costs, and social pressures and needs.
- **Communication** - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, development of vehicle and equipment specifications, and policies. Excellent ability to listen and understand information and ideas. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.

- Accounting and Budgeting – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Business Administration, Public Administration, or a related field, 10 years of progressively responsible management experience with a medium to large fleet, and 5 -7 years of supervisory experience, or an equivalent combination of education and experience. Master's Degree Preferred.

A National Association of Fleet Administrators (NAFA) Fleet Management Certification and knowledge of municipal equipment technology systems, and governmental purchasing laws combined with public sector experience preferred.

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

Essential functions are regularly performed without exposure to adverse environmental conditions.