

PINELLAS COUNTY SHERIFF'S OFFICE
FLEET MANAGER
Job Code: 20065

GENERAL DESCRIPTION/PURPOSE:

The main focus of this position is to supervise the maintenance and repair of the vehicle fleet through subordinates at two locations. The position supervises subordinate supervisors and non-supervisory personnel. The position reports to the Director of Support Services.

ESSENTIAL FUNCTIONS:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. The essential functions identified for this job are:

- Determines vehicle replacement criteria; prepares specifications, providing data to command;
- Prepares and manages annual budget, including daily Division/Agency expenditures as related to motor vehicle repair;
- Serves as liaison with other divisions; consults on questions, suggestions, and complaints in person or over the phone;
- Consults with subordinate supervisors on outsourcing repair work and crash damage;
- Approves repair requisitions/payroll/overtime and similar documents daily;
- Reviews and approves subordinate evaluations; conducts career counseling;
- Attends agency meetings, training and conferences;
- Prepares a variety of documents, to include, but not limited to, new procedures, policies, compliance requirements, and responses to inquiries;
- Provides data on Fleet matters to other departments.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of agency budget development and management procedures to project maintenance repair costs and fuel requirements;
- Knowledge of specialized computer systems and the ability to apply this knowledge for fleet application, budgeting, purchasing and payroll;
- Ability to work with law enforcement members and other agency supervisors to understand their needs and work with the customer base;
- Ability to utilize computer equipment and related software to develop memos, emails, and spreadsheets;
- Leadership skills to direct, supervise and train subordinate personnel.

**PINELLAS COUNTY SHERIFF'S OFFICE
FLEET MANAGER
Job Code: 20065**

EQUIPMENT:

The position requires the use of a variety of office and computer equipment and related software, including equipment and software unique to job responsibilities and operational requirements. The position requires the ability to drive a vehicle.

EDUCATIONAL REQUIREMENTS:

The minimum level of education required to perform this job is specialized training beyond high school normally gained in a program of less than 18 month's duration.

EXPERIENCE REQUIRED:

The minimum amount of total related experience an employee must have prior to starting this job is at least 3 years.

CERTIFICATIONS/LICENSES/REGISTRATIONS REQUIRED:

A valid Florida driver's license.

JOB REQUIREMENTS:

Problem-Solving Skills Required: Solve a variety of complex problems in the absence of technical guidelines or precedents.

Writing Skills Required: Completes forms using a few words or numbers, for example, taking telephone messages; writes standard documentation using established formats, or document work performed, actions taken or results by writing one or two brief sentences; composes moderately complex documentation of a routine nature, (i.e. documenting complex studies or summarizing annual department/section results); composes sensitive, non-routine correspondence requiring tact and diplomacy and/or composing reports or summaries for which established formats generally do not exist.

Speaking/Presentation Skills Required: Answers questions with a brief response or providing standard information to customers/citizens, visitors, callers, supervisors, or other employees, (i.e. direct people to offices, answer the telephone, convey summary instructions or results to other staff); interviews or discusses detailed information, (i.e. interviews customers/citizens or employees, discusses detailed information on the phone); interviews or discusses detailed information, frequently involving customer/citizen problems or complaints, (i.e. interview customers or employees, discuss detailed information on the telephone, including having to resolve customer/employee problems).

Job Related Communication: The employee has daily contact with employees within their department and other agency departments and weekly contact with employees in other organizations and the public.

**PINELLAS COUNTY SHERIFF'S OFFICE
FLEET MANAGER
Job Code: 20065**

Planning and Scheduling: A relatively large part of the job is planning/scheduling activities for others and the employee.

Difficulty of Work: Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

Assignment of Work: Supervisor provides general guidance allowing for employee planning of procedures and methods to attain objective.

Effects of Work Errors: Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

SUPERVISORY OR MANAGEMENT RESPONSIBILITIES:

The types of supervisory activities performed by the position are planning work, setting objectives, developing and managing a budget, instructing on work procedures, setting work standards and procedures, counseling and disciplining employees, appraising performance, hiring new employees, granting overtime and time off.

WORKING CONDITIONS:

Physical Effort/Risk:

Work Position: On an average, the employee spends 30% of their time standing, 50% of their time walking and 50% sitting.

Body Movements:

- Lifting: 0-20 lbs.
- Lifting frequency: Some
- Bending: Some
- Pushing and/or pulling loads: Some
- Reaching over head: Some
- Kneeling: Some
- Crawling: None
- Climbing ladders: None

Mental/Visual Effort:

- Typing/CRT: Some
- Attention to detail: Frequent
- Monitoring equipment: Very Frequent
- Detailed inspection: Frequent
- Transcription/proofreading: Some

**PINELLAS COUNTY SHERIFF'S OFFICE
FLEET MANAGER
Job Code: 20065**

Environmental Conditions:

- Exposure to temperature extremes: Frequent
- Dangerous equipment: Some
- Chemicals: Some
- Noise: Very Frequent
- Noxious odors/fumes: Frequent

Other Physical Effort/Risk:

- None

ADDITIONAL INFORMATION:

The Fleet Manager position requires constant attention to detail in relation to the requests, requirements and needs of over 90 cost centers. Constant detail is necessary to keep up with the requirements of vehicle maintenance, repair, and replacement. The staff interacts with most of the agency that operates the Sheriff's vehicles.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, background investigation, polygraph, and nicotine/controlled substance tests are required for all applicants. Additionally, written and psychological evaluation, a credit check, physical abilities assessment, medical physical examination and job related tests may be required. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below I am indicating I have read and concur with the above description of this job.

Approved: _____
Employee signature Date

Approved: _____
Supervisor signature Date

Approved: _____
Bureau Commander signature Date

THE PINELLAS COUNTY SHERIFF'S OFFICE IS AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE RECOGNIZE VETERAN'S PREFERENCE AS PROVIDED BY LAW AND ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE PINELLAS COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.