



City of Irving Job Description

Fleet Business Operations Manager

FLSA Status:	EXEMPT	Job Department:	Fleet Division
Job Code:	21021	Reports To (Job Title):	Assistant City Manager

PURPOSE

Oversee the daily business operation of Fleet Maintenance, Parts Room and Fuel Operations as it pertains to budget, contracts, performance and safety initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Implement division goals, objectives, and policies in compliance with the City regulations.
- Supervise the division's daily work plans, priorities, and programs.
- Supervise, direct, and advise employees in the daily operations of the Parts Room, Fuel Operations and the Service Desk.
- Develop and administer City's fleet management plans.
- Counsel and evaluate employees.
- Monitor and approve all division expenditures.
- Manage and oversee the contracts with outside vendors for all divisions within Fleet.
- Perform monthly trend analysis of maintenance management reports in the evaluation of division's costs and efficiencies.
- Supervise the security and safety operations at City's repair center.
- Oversee the vehicle and equipment replacement program, which includes creating specifications for City Purchasing bid.
- Monitor activity of division against actual budgets and makes adjustments when necessary.
- Prepare department annual budget including fund budget, Fuel and Maintenance Spreadsheet, and revenues forecasting throughout multiple funds.
- Review purchase order requests, Departmental Disbursement requests (DDR's), which includes verifying account numbers and fund availability, ensuring correct paperwork is forwarded to appropriate City Departments, and disbursing checks.
- Prepare budget monitoring/account analysis report, which includes reconciling reports from City accounting department, verifying year-to-date account listing of data entry specifications, and preparing documents /spreadsheets as needed for supporting information.
- Post expenditures into departmental accounting and City budget systems including purchase orders and petty cash vouchers.
- Maintain files to support budget, purchasing, fund receiving, and disbursement.
- Prepare budget adjustments/transfers to the Budget Team for addition into the City Financial software.
- Answer inquiries from staff, co-workers, and vendors regarding budget preparation.
- Coordinate Fleet Services purchase card program, which includes reviewing monthly statements, processing requests for cards, and reallocating funds online.

- Coordinate, maintain, and update Fleet Services contract management file and submit an annual report.
- Review and recommend contracts including bid specifications and City Council documentation.
- Prepare and facilitate time sheet activities for all divisions utilizing Kronos and City software.
- Coordinate the diagnosis and repair fuel island repairs, including GasBoy card reader software error corrections.
- Order fuel loads for all 29 City tanks, which includes monthly reconciliation to departments and vendor payments.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Coordinate the division activities with all other City departments.
- Oversee the Garage Fund and Vehicle and Equipment Replacement Fund.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 7 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Management of millions of dollars in expenditure and/or equipment.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree from accredited four year college or university in subject field or field related to position.

EXPERIENCE

- Five (5) years of experience in automotive repair with two (2) years in a supervisory position.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Planning: Sensing the environment and setting goals and objectives.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Service Orientation: Actively looking for ways to help people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Persuasion: Convincing others to approach things differently.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

This position interacts with various outside vendor, as well as, internal customers on a daily basis. Further, it engages with the Assistant City Manager (ACM) often.

EQUIPMENT AND PROPERTY

This position drives a city vehicle on a daily basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to carry, vehicle, grasp, lift up to 10 pounds, kneel, listen, reach, see, sit, stand, stoop, talk, and walk. Frequently, s/he is required to lift up to 25 pounds and push or pull. Occasionally, s/he is required to balance and climb. Rarely, s/he is required to lift up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is constantly exposed to confining work spaces, dirty environment, high precarious work places, moving mechanical parts, toxic or caustic materials, extreme temperature or weather conditions, and air contamination. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others. The employee is regularly exposed to noise.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.