



**Code: 7181**

Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: River, Harbor, and Transportation  
Series: Automotive Transportation

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## **CLASS TITLE: MANAGER OF FLEET SERVICES**

### **CHARACTERISTICS OF THE CLASS**

Under direction, coordinates the city-wide computer based integrated vehicle management and fuel management system for the Department of Fleet and Facility Management, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs the implementation of the department's vehicle management/fuel management system (M4/TRAX) to ensure that related vehicle transactions are accurately recorded and analyzed
- Directs the collection and analysis of vehicle and fuel usage data of the city's fleet of gasoline and diesel powered vehicles
- Reviews and analyzes city-wide vehicle usage and fuel expenditures to ensure cost efficiency and to recommend improvements on equipment deployments
- Coordinates the maintenance of fuel inventories and distribution activities in order to provide appropriate fuel types and quantities at designated locations
- Oversees the construction, maintenance and upgrading of fueling sites
- Conducts research and evaluates technologies targeted at conserving fuel, reducing emissions and promoting renewable energy sources for the city's fleet
- Analyzes and recommends vehicle and equipment replacement schedules based on cost analysis of fuel economy, reliability and vehicle lifecycle
- Coordinates and facilitates training for drivers to learn the most cost effective and environmental-friendly ways to utilize vehicles, equipment and related technologies
- Reviews fueling costs and establishes goals in order to identify and track usage
- Prepares administrative and budgetary reports on vehicle and fuel usage
- Researches and recommends alternate fuel types, vehicles and equipment to encourage the use of sustainable energy sources

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's Degree in Automotive Technology, Automotive Engineering Technology, Automotive Management or a directly related field, plus five years of work experience in the coordination and management of computerized inventory control systems of which three years of experience are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois Driver's License is required.

**WORKING CONDITIONS**

- General office environment
- Automotive garage facility
- Exposure to loud noise, fumes or dust, oily or wet environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Applicable safety equipment and protective gear

**PHYSICAL REQUIREMENTS**

- Ability to stand for extended periods of time
- Ability to operate a personal computer

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Advanced knowledge of:

- methods, and procedures applicable to preparing cost estimates for vehicle repairs
- \*automotive repair and maintenance methods, practices and procedures

Moderate knowledge of:

- \*supervisory principles, methods, practices and procedures
- \*Microsoft Excel database software and automotive collision estimating programs
- \*preparation of administrative and work activity reports

Some knowledge of:

- \*automotive mechanical and electronic systems
- \*auto body repair and painting

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS – Add, subtract, multiply, or divide quickly and correctly

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2014