



Code: 6080

Family: Technical Engineering
Service: Operation and Construction
Group: Engineering, Designing and Structural
Series: Mechanical Engineering

CLASS TITLE: MANAGER – FLEET SERVICES AND AUTOMOTIVE PROCUREMENT

CHARACTERISTICS OF THE CLASS

Under direction, functions as a senior manager, managing staff and directing city-wide procurement of vehicles and equipment, and performs related duties as required

ESSENTIAL DUTIES

- Manages staff engaged in inspecting and evaluating departments' automotive and equipment needs and identifying products to meet those needs
- Oversees the development of detailed specifications for the acquisition of vehicles and equipment
- Monitors vehicle and equipment purchase recommendations ensuring products meet user department needs
- Administers the city-wide fleet service programs including vehicle leasing (e.g., FlexFleet, Zipcar), the vehicle pool/loan program and the rental of work vehicles and heavy equipment from contracted vendors
- Directs the maintenance of records relating to vehicle titles, license plates and city stickers
- Develops and implements work policies, operational procedures and performance standards
- Oversees the review of bidders and awarding of contracts
- Participates in pre-build meetings with contractors
- Oversees pre-delivery inspections to ensure delivered vehicles and equipment comply with specifications and resolves problems with vendors
- Plans and implements new programs and initiatives to improve the efficiency and cost effectiveness of fleet services
- Represents the City at public hearings and conferences relating to issues of sustainable fleet operations and green vehicle alternatives
- Keeps abreast of standards and developments in automotive equipment, including "Green Fleet" technology and programs

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 Engineering or a directly related field of engineering, plus five (5) years of experience in the design, analysis, maintenance, or repair of automotive equipment, of which three (3) years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

CLASS TITLE: MANAGER – FLEET SERVICES AND AUTOMOTIVE PROCUREMENT

WORKING CONDITIONS

- General office 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)

PHYSICAL REQUIREMENTS

- No specific requirements

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

Considerable knowledge of:

- *automotive systems and equipment design
- procurement processes (e.g., purchase of equipment, supplies, materials)
- project costing, monitoring, and reporting methods, practices and procedures
- methods and procedures utilized in planning, scheduling and funding of projects

Moderate knowledge of:

- *supervisory methods, practices and procedures
- record keeping methods, practices and procedures
- applicable computer software packages and applications

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

Skills

- *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
- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

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

CLASS TITLE: MANAGER – FLEET SERVICES AND AUTOMOTIVE PROCUREMENT

- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- 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

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.

City of Chicago
Department of Human Resources

April, 2014