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 environmentally-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

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