TRANSPORTATION FLEET SUPERVISOR I

CLASS NO.        PAY GRADE        SALARY RANGE          FLSA STATUS
576              11               $37,169.60-$49,067.20         Exempt

GENERAL DESCRIPTION
Performs routine (journey-level) fleet operations work. Work involves assisting in fleet operations, maintenance, and administrative functions for fleet management programs. May supervise the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED
Assists with the delivery and pickup of fleet equipment.

Assists Fleet Coordinator in providing guidance in all aspects of fleet management programs.

Assists in maintaining reports on fleet equipment performance metrics.

Assists Fleet Coordinator in reviewing fiscal expenditure reports, purchase orders, receipts, and vendor invoices for accuracy.

Assists in establishing, maintaining, and disseminating fleet operations policies and procedures.

Assists with the development of fleet agreements.

Assists in conducting needs assessments to determine requirements for the purchase of goods and services.

Supervises the work of others.

Performs related work as assigned.

EXPERIENCE AND EDUCATION
Graduation from an accredited high school is preferred, plus two years of full-time experience in transportation/public oriented field.

Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of principles and practices of fleet operations management; of fleet equipment operations; and of applicable federal, state, and local laws and regulations.

Skill in evaluating new equipment, goods, and service performance; in monitoring unit expenditures; and in anticipating and adjusting for problems.

Ability to negotiate, develop, and prepare fleet agreements; to communicate effectively; and to supervise the work of others.

Certificates and Licenses

Valid Texas motor vehicle operator’s license and/or commercial driver’s license (CDL) required to perform job duties (CDL-Class A or B with a passenger endorsement).

By signing below I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

_____________________________     _____________
Name         Date