

## **FLEET OPERATIONS SPECIALIST**

### **DEFINITION**

Under general supervision, performs specialized work in the administration and analysis of fleet operations and maintenance, in the development of vehicle and equipment specifications, in the coordination of acquisition schedule and in the completion of other technical administrative and operational work such as the monitoring and reporting of government mandated programs, and other related statistical analysis.

### **SUPERVISION RECEIVED/EXERCISED**

No supervision exercised.

### **DISTINGUISHING CHARACTERISTICS**

The Fleet Operations Specialist is a single position class performing analytical and administrative work related to fleet operations and maintenance, such as specification development and vehicle acquisition, shop maintenance operations, statistical analysis of fleet operations and monitoring/reporting of government mandated programs. The incumbent must exercise considerable independent judgment in identifying and recommending cost savings and efficiency measures related to vehicle and equipment acquisition, maintenance and operations.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Reviews departmental vehicle and equipment needs; develops fleet replacement plans; drafts requirements specifications formatted for the bidding and acquisition of vehicles and equipment.

Corresponds and maintains liaison with equipment suppliers, inspects bids submitted, recommends acquisition, and ensures manufacturer's compliance. Tracks warranty issues to ensure after-sale manufacturing responsibilities are met.

Conducts fleet life cycle analysis in determining replacement schedules and conducts other studies to institute optimum efficiency and effectiveness measures.

Inputs, updates, retrieves, verifies and analyzes a variety of information using computer systems; provides technical support to applicable computer information system; monitors computerized equipment management, fuel utilization, shop maintenance and vehicle parts systems.

Ensures program compliance with federal, state and local mandates; responsible for the accurate and timely reporting to ensure conformance.

Maintains division performance records and prepares scheduled performance reports.

Provides staff support in other assignment areas such as budget preparation, special research projects, statistical analysis, and procurement requisitions.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

The principles and practices of departmental organization, administration and management; specifically budget methods, bid/acquisition procedures, analytical tools and processes and business computer systems.

Vehicle or equipment specification development and acquisition methods and procedures.

Fleet operations or maintenance methods and procedures.

#### **Ability to:**

Collect, compile, analyze, and interpret technical and statistical data.

Interpret and apply complex regulations, legislation, and guidelines.

Analyze problems and make appropriate recommendations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with individuals contacted in carrying out assigned duties.

Use a variety of computer business software applications and work stations.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Completion of an Associate Degree or 60 semester units of course work from an accredited college or university in public administration, business administration, automotive technology, industrial technology or related field; AND

#### **Experience:**

Two years of professional experience in the areas of administration, management, maintenance, acquisition or related field, performing statistical analysis and reporting with exposure to government regulations. Additional qualifying experience may be substituted for the required education on a year-for-year-basis.

Experience in the acquisition and/or maintenance of vehicles and/or analysis of equipment operations is preferred.

**Special Requirements:**

Possession of a valid California Driver's License at time of appointment.

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 02/18/2011

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