



CLASS SPECIFICATION

Class Title: Fleet Asset Manager
Department: Public Works
FLSA: Exempt

Class Code: 1200
Grade: 22
Eff. Date: 11/01/2021

GENERAL PURPOSE

Under general direction of the Department Director or designee, develop a centralized fleet asset management program and manage the County's fleet assets including vehicle and equipment acquisition, delivery, licensing, maintenance, and surplus. Work closely with County departments to understand their needs, serve as the point of contact for all purchases, deliveries and deals with the inherent challenges involved with fleet capital and assets.

EXAMPLE OF DUTIES

Develops and implements a centralized fleet management program for all County vehicles and vehicle equipment; conducts a comprehensive audit of all County vehicles; classifies all vehicles and recommends changes to right-size the County's fleet assets. Serves as the primary interface between fleet/maintenance vendors and County departments.

Manages the County's fleet capital and assets including vehicle/equipment specifications, ordering, delivery, registration/licensing, utilization and disposal in compliance with federal, state and local, SVM and department requirements. Creates comprehensive vehicle and equipment specifications for all county owned fleet assets. Implements and ensures the integrity and accuracy of a fleet management maintenance system. Creates records for all new equipment.

Identifies training needs of mechanic technicians, shop supervisors, drivers/operators, and new employees. Conducts or authorizes training (technical, safety, and best practices) for staff development and succession planning. Encourages staff development through participation in professional organizations. Establishes annual benchmarks for department employees' skill levels and safety practices.

Closely collaborates with county's Risk Management Analyst. Develops, implements and reviews workplace safety and security policies, procedures, and programs to reduce employee injuries. Performs or participates in safety audits of facilities and equipment. Justifies accident repair handling (in-house or outsource repair). Tracks types and costs of damage and recommends preventative measures. Develops and implements repair versus replace criteria. Participates in post-accident investigation and reporting. Develops and implements authority of repair policy.

Develops annual capital plan. Coordinates with the Clerk/Auditor's Office the asset and physical inventory management. Establishes and implements standards and procedures for evaluating and improving core fleet capital and asset management processes and the associated processes (including vehicle and production equipment ordering, delivery, registration/licensing, utilization, and surplus).

Performs research and analysis cost of new vehicles prior to ordering replacement vehicles and provides detailed information to departments. Reviews specifications for fleet equipment purchases to include all motorized vehicles, trucks, trailers, and heavy equipment.



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Develops and implements a parts management process (in-house, outsource or mix) to ensure parts availability. Establishes and monitors reorder points and inventory levels. Coordinates parts inventory with new vehicle acquisitions and disposal of old vehicles.

Determines priorities of various vehicle classification and delivery for all vehicles in the replacement program.

Manages systems to monitor status of purchases. Manages an automated fleet tracking system to record the daily and historical use of vehicles including key control, department and employee(s) real time and historical vehicle use, damage accountability, inspection and other relevant information.

Manages and monitors fuel dispensing and storage systems. Ensures resource availability (supply and dispense) during emergencies. Develops, implements and periodically evaluates an emergency operations plan.

Manages vehicle licensing, inspection and registration of all county vehicles.

Coordinates the County's vehicles sales program; attends and monitors all auctions pertaining to County vehicles and equipment. Collects and analyzes data from used car pricing sources to establish goals and parameters on pricing of vehicles to be sold. Regularly reviews inflation rates, salvage rates, life expectancy, and meter life with respect to vehicle and equipment usage; reviews vehicle and equipment sales amounts per unit sold at auctions to maintain accurate salvage rates on new replacement vehicles and equipment.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Meets with Department representatives on a regular basis to discuss vehicle related needs and budgetary justifications.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a bachelor's degree in business administration, logistics or operations management, or related field, plus four (4) years of directly related work experience in a fleet management environment. Closely related work experience may be substituted for education on year-for-year basis.

Preference for any one of the following: experience: writing vehicle specifications; Certified Automotive Fleet Manager – Asset Management; Fleet Discipline Certificate Program – NAFA Sustainable Fleet Management Certificate; Certified Public Fleet Professional - APWA

2. **Other Requirements:**

Furnish personal transportation for on-the-job travel; must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license



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must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must have a Class A CDL.

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: fleet management and applicable County accounting and purchasing policies, procedures, and ordinances; national automobile used car industry standards; new and used vehicle pricing; management techniques used in the maintenance of fleet operation; public relations.

Skill in: use of fleet hardware and software; able.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: use high level metrics of software to make data driven decisions for vehicle life cycles (e.g., number of miles, gallons of fuel, etc.); prepare and present oral and written reports; evaluate operational costs by activity and design and implement more cost effective methods; plan and schedule resources used to manage fleet operations; effectively assess and identify vehicle and equipment needs; monitor expenditures and operate within a defined budget; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees in other departments, vendors, other agencies, and the general public.

WORKING CONDITIONS

Moderate physical activity; lifting objects weighing up to 25 pounds; intermittent sitting, standing, and walking. Exposure to uncomfortable conditions due to dirty equipment, exhaust fumes, loud noise and adverse weather conditions. Non-traditional work hours may be required to accommodate meetings and departments' schedules.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date:	11/01/2021
Department Approval:	Adam Wright
Classification Approval:	Marina Brito