

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Fleet Operations	BAND/LEVEL:	MGT II
DEPARTMENT:	Police Department	JOB NO:	5895
DIVISION:	Operations Bureau - Patrol Support	DATE:	04/04/2018
REPORTS TO:	Police Major	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	211
REPLACES:	Mgr, Fleet Operations & Civilian Support Services	LAST REVISED DATE:	07/29/2014

JOB SUMMARY STATEMENT:

Plans, develops, organizes and administers the acquisition, maintenance and operation of the police and City fleet including the vehicle bid process, changeover process, installation and repair of mobile data terminals. Manages staff and prepares program budgets for the Fleet Operations Unit and City and police motor pools. Administers contracts and agreements for the Fleet Operations Unit. Develops and administers a preventative maintenance program for the police fleet. Provides advice to other officials regarding vehicle maintenance policies and procedures. Provides advice and consultation to Police and City management to ensure the emergency preparedness and safe operation of the City fleet. Ensures compliance with federal, state and local laws, statutes and ordinances.

DUTIES AND RESPONSIBILITIES:

1. Manages a fleet of approximately 250 City vehicles (sedans and light trucks) to include the development and management of a preventative maintenance program. Prioritizes, reviews and approves maintenance requests. Offers advice and consultation on potential safety issues as they pertain to the use of City vehicles in a variety of assignments. Oversees transport of vehicles for repair. Contracts individual repairs with vendor, and negotiates charges to be billed to City.
2. Recruits, hires, trains and supervises new employees within the Fleet Section of the Police Department. Provides work assignments and evaluates performance of employees.
3. Prepares bid specifications for new City vehicles. Consults with their supervisors and City Department Directors for vehicle requirements and manufacturers specifications. Prepares list of potential bidders; writes invitation to bid letter and vehicle specifications; schedules bid opening; and reviews bids submitted. Coordinates vehicle purchase.
4. Manages and oversees the installation and/or modification of all equipment/hardware in the police fleet which includes the City's radio system, mobile data terminals, wireless digital in-car video systems, and ETS tracking systems.
5. Receives, reviews and monitors vendor billings and approves for payment.
6. Coordinates vehicle changeover process. Oversees delivery of vehicles for installation of radios, light bars, weapons racks, etc and inspects vendors work. Oversees the registration of new vehicles; and the installation of license plates and City tags on vehicle. Submits state and county paperwork to Finance Department. Coordinates with public works on the updating and management of the City's fuel system. Enters new vehicle information into vehicle replacement system. Oversees updating of all Fleet Operations databases.
7. Oversees the preparation of the annual ICMA Center for Performance Measurement Report for the City fleet (excluding the Public Works and Fire Departments).

8. Inventories, orders and maintains adequate parts and supplies inventory for police vehicles.
9. Coordinates vehicular damage repair. Reviews vehicle maintenance request form and accident report; takes photographs of damage; and consults with the Safety Council Police Department representative as needed. Pursues subrogation through third-party vendor as needed. Ensures appropriate repairs are made; proper documentation is provided to Finance and approves invoices.
10. Administers and coordinates the Police Department Motor Pool program. Assigns vehicles as needed, ensures vehicles are returned at designated times and locations. Services special needs and requests by staff members.
11. Advises and assists officers with routine maintenance of vehicles. Trains officers as needed on operation of after-market equipment installed in police vehicles.
12. Oversees the vendor's responsibility to prepare old vehicles for disposal. Determines and authorizes sale price for vehicle. Ensures proper retirement of the City asset from inventory tracking system, and coordinates with Finance for the transfer of title to the applicable agent. Ensures delivery of retired vehicles to appropriate agent.
13. Coordinates vehicle acquisition and reassignment for the police department's training unit as needed for academy and E.V.O.C. training.
14. Obtains quotes and coordinates acquisition of first aid supplies and biohazard supplies for the police department. Maintains adequate supplies to ensure emergency preparedness of first responders.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education plus business school or correspondence or college classes equivalent to 1-2 years.
- Bachelor's degree in Business Management preferred.
- Must possess Class C driver's license and maintain an insurable driving record.
- Motorcycle license preferred.

EXPERIENCE:

- Six years of experience in fleet management. Progressively responsible supervisory experience preferred.

SKILLS:

- Excellent oral and written communication skills.
- Attention to detail.
- Analytical skills.
- Budget related skills.
- Working knowledge of software applications such as database, spreadsheet, and word processing.
- Ability to work independently.
- Basic math and accounting concepts.
- Manual dexterity.
- Leadership skills, including strategic planning skills, goal-setting skills, assessment skills, collaboration skills,

and complex decision-making skills.

- Supervisory.
- Project management, including organization, coordination of duties, and/or accomplishment of goals.
- Working knowledge of public sector administration.
- Public speaking/presentation skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend federal, state, and local policies and regulations.
- Ability to read and comprehend building plans and specifications, and automobile manufacturers specifications.
- Ability to work independently.
- Ability to learn and understand PC software applications.
- Good listening skills.
- Ability to organize files and retrieve data effectively.
- Ability to train and guide others.
- Ability to meet deadlines.
- Ability to prioritize multiple tasks.
- Ability to recognize and protect confidential information.
- Ability to work in hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Diplomacy and judgment.
- Alpha and numeric recognition.
- Logical reasoning.
- Mechanical aptitude.
- Ability to carry out assignments through oral and written instructions.

PHYSICAL REQUIREMENTS:

- Ability to lift 50 pounds and transport 20 feet.
- Ability to push/pull up to 100 lbs.
- Ability to reach, stand, crawl, bend, stoop, climb, push and pull.
- Ability to make and receive phone calls.
- Ability to distinguish smells.
- Ability to operate city police fleet vehicles.
- Ability to operate power and hand tools.
- Ability to work in confined spaces.
- Hand and eye coordination adequate to input computer.
- Visual stamina and acuity to review alpha/numeric data listed in computer printouts, manufacturers specification handbooks.
- Expose to chemicals, fumes, dust, smoke, vapors and sprays.
- Ability to adjust to temperature extremes.
- Exposure to vibrations.
- Ability to adjust to high noise levels.
- Ability to identify and distinguish colors.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Part- time:
 - Fleet Services Attendants.
 - Administrative Clerk.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.