

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
VEHICLE FLEET SUPERVISOR

DEFINITION

Provides full supervision for a transportation unit or central motor pool of an agency or institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises subordinates in order to provide proper staffing levels, realize full potential of staff members, and avoid or resolve conflicts or dissatisfactions among subordinates by hiring and training staff, establishing and conducting performance plans/evaluations, counseling or disciplining employees, developing employee work schedules, assigning work and administering collective bargaining contracts as applicable, and otherwise acting as a first line supervisor.

Assigns vehicles to drivers and other agency/state personnel in order to provide transportation for state business and insure efficient use of state vehicles and drivers by conferring with various offices and/or agencies to determine temporary and permanent vehicle requirements, combining user trips when possible, balancing vehicle usage, scheduling drivers' routes, equalizing their work weeks, and locating and/or driving available vehicles when necessary.

Monitors the release and return of fleet vehicles in order to determine their availability and to update fleet inventory/service records by establishing and maintaining a standard system of recording destination, outgoing and returning odometer mileages, user and repair facility information and estimated and actual return times.

Maintains fleet vehicles and equipment in operational condition in order to assure availability of fleet vehicles by inspecting vehicles, reviewing vehicle service records and user comments, determining service needs, performing minor adjustments/repairs, or scheduling and writing damage estimate or maintenance/repair orders for services including lubrication, oil and filter changes, body and engine repair, necessary warranty work, and vehicle cleaning.

Prepares and submits charts and/or statistical reports to supervisor and administrative personnel in order to apprise them of the status of vehicle fleet operations by tabulating and/or analyzing data from various records and making recommendations as applicable, and submitting requests for vehicle replacements.

Prepares incoming and outgoing vehicles for agency distribution or auction/sale by attaching or removing license plates, decals and special equipment and performing or ordering necessary maintenance/repair work.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of modern supervisory methods, including selection, termination, training, conducting employee performance evaluations, administering collective bargaining contracts and other functions of a first line supervisor.

Knowledge of agency policies and procedures relating to safety, personnel, budget development and maintenance of resources including facilities, equipment and vehicles.

Knowledge of laws, rules, policies, procedures and other resources available which relate to vehicles, passenger transport and record maintenance.

Knowledge of various recordkeeping systems, inventory methods and report formats related to the documentation of vehicle fleet statistics and employee information.

Knowledge of the operating characteristics and service requirements of vehicles and equipment used by the agency and/or the State of Iowa.

Knowledge of the mechanical components and service requirements of fleet vehicle equipment such as changes, replacement, or maintenance of engine and transmission oils, air and oil filters, windshield wipers, tires, mufflers, batteries, points, spark plugs, and carburetors, and the repair and/or overhaul of engines, transmissions, brakes, and drive trains.

Ability to plan schedules, give guidance and assign the work of subordinates through verbal or written instruction or demonstration in order to make most effective and efficient use of staff/hours and agency vehicles.

Ability to follow written and oral instructions in order to complete work as assigned.

Ability to communicate with vendors, service facility personnel and others to coordinate schedules and obtain or receive information or service such as vehicle service or repair, agency travel requirement information or problem identification/solution.

Ability to maintain moderately complex records and complete forms relating to the use, maintenance, and service of the agency vehicle fleet.

Ability to write reports which include graphs and charts using available vehicle fleet and employee related statistics in order to apprise administration of the status of vehicle fleet operations.

Ability to obtain a chauffeur license to drive cars, buses and vans in order to transport inmates or personnel when other drivers are unavailable.

Ability to lift a minimum of 25 pounds in order to carry patients on stretchers, and/or make minor repairs such as changing tires and replacing batteries.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL QUALIFICATIONS

Experience equal to two years of full-time work in vehicle fleet dispatching, automotive repair service or central motor pool management/office work, or journey level automotive mechanics;

OR

employees with current continuous experience in the state executive branch that includes six months of full-time work as a Vehicle Dispatcher.

NOTE

For certain positions, employees may be required to obtain a valid chauffeur's License.

Effective Date: 04/10 DDF