



Classification: Division Director, Fleet and Facilities Division
Title Code: V07900
Pay Range: 33

POSITION SUMMARY:

This is a highly responsible administrative and managerial position where the employee directs the maintenance, replacement, and general operations of the vehicle fleet. An employee in this position is responsible for the successful operation of each Troop and General Headquarters bay maintenance facilities located throughout the state. Work also includes the direct supervision of General Headquarters garage employees, office staff members, and indirect supervision of automotive technicians in each Troop. Considerable independent judgment and discretion must be exercised in the performance of assigned duties. Work is performed under general administrative direction.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Responsible for all personnel, functions, and activities related to the operation of the division.

Supervises all aspects of the division; plans, assigns, coordinates, and evaluates the work of division personnel.

Develops and monitors the division budget; develops bid specifications for Patrol vehicles, vehicle replacement parts, shop equipment, tools and supplies, etc; initiates necessary purchase requisitions and purchase orders, and within applicable state guidelines; reviews and authorizes invoices and processes for payment.

Checks bids and approves repairs of Patrol vehicle accident damage; contacts Office of Administration, Attorney General, and insurance company representative reference settlement of accident losses and repair of vehicles.

Monitors payment for court ordered restitution due for damage to Patrol vehicles; maintains all files reference court ordered restitution.

Directs General Headquarters garage and Division Assistant Director; provides assistance and direction to Troop automotive technicians; evaluates subordinates' work performance to determine training needs and improve performance by establishing goals, objectives, and standards; handles personnel issues and problems associated with division staff and garage personnel.

Monitors sale of used Patrol vehicles; maintains various records and logs (e.g., assignment of fleet vehicles; vehicle mileage reports, vehicle accident reports, vehicle and equipment inventory, vehicle purchases and sales in the revolving fund account).

Contacts vehicle and equipment manufacturer representative(s) reference purchase orders, new products, delivery scheduling, and service/warranty issues; initiates product testing and evaluations of equipment.

Manages building and grounds maintenance of General Headquarters Waggoner Building and other Jefferson City Patrol facilities.

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Acts as Patrol liaison with the Office of Administration Facilities Management, Design and Construction.

Prepares correspondence; responds to internal and external requests for information; deals with a variety of individuals in person and over the telephone reference the Fleet and Facilities Division.

Develops alternative fuel vehicle acquisition plans for the Patrol fleet; completes necessary requirements to comply with Department of Natural Resources' regulations reference alternative fuel vehicles; stays current on all hazardous waste and shop safety regulations to ensure that all garage locations are operating within those regulations.

Meets with Support Services Bureau Commander, Garage Superintendent, Troop Fleet and Facilities Managers, and other Patrol employees, as needed, reference any motor equipment and facility maintenance issues.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of police vehicles and emergency warning equipment.

Extensive knowledge of law enforcement fleet management practices.

Knowledge of Patrol policies and procedures.

Knowledge of the basic principles and techniques of supervision.

Knowledge of state bid and purchasing requirements.

Knowledge of emission regulations, hazardous material disposal requirements, and applicable methods.

Knowledge of insurance subrogation and restitution procedures.

Knowledge of standard building and grounds maintenance and repair procedures.

Knowledge of procedures involved in automotive maintenance and repair.

Knowledge of Microsoft Word, Excel, Lotus Notes, SAM II Financial System, Chevin FleetWave fleet management software.

Ability to read, write, interpret, and review bid specifications that meet applicable state requirements.

Ability to develop and efficiently monitor the division's budget.

Ability to think quickly and make rational decisions.

Ability to comprehend the resources available from automobile manufacturers and dealers to effectively maintain the fleet.

Ability to maintain various records and files manually and via computer.

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Ability to establish and maintain effective working relationships with subordinates, associates, agency management officials, vendors, and suppliers.

Ability to manage, develop, and motivate subordinates.

Ability to plan, assign, and delegate work for the efficient, effective operation of the division.

Ability to analyze data, reports, and product specifications.

Ability to comprehend automotive specifications.

Ability to work hours as assigned which may include long days or weekend duties.

Ability to create orderly, concise, and timely written documents following proper protocol.

Ability to drive Patrol vehicles.

Ability to travel, both in-state and out of state, including overnight travel.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree from an accredited college or university in Business Administration, Public Administration, Automotive Engineering, or a field closely related to the division's purpose and function

AND

Ten years of progressively responsible work experience in automotive fleet management, automotive service management, and/or automotive sales management; at least two years of the work experience must have been at a supervisory level. (Graduate work in a closely related field from an accredited college or university may be substituted on a year-for-year basis for up to two years of the required experience. Responsible supervisory work in a closely related field may be substituted on a year-for-year basis for the formal education

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requirement.) At least four years of work experience must be at a supervisory level. Prior fleet management experience with a law enforcement fleet of 250 or more vehicles and with in-house repair facilities preferred.

NECESSARY SPECIAL REQUIREMENTS:

Possess or obtain and maintain a valid Drivers License.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.