



**Classification:** Division Director (FFD)

**Title Code:** V07900

**Pay Range:** 33

**POSITION SUMMARY:** This is an administrative and managerial position responsible for directing all activities within the Missouri State Highway Patrol's Fleet and Facilities Division, which includes the procurement, maintenance, disposal, and general operations of the vehicle and vessel fleet. The employee in this position also directs the maintenance of all Patrol facilities and coordinates statewide capital improvement projects and oversees all Patrol leases in conjunction with the Office of Administration Facilities Management, Design and Construction (OA/FMDC). An employee in this position exercises considerable independent judgment and discretion and must interact with Patrol personnel, the public, automotive manufacturers and dealers, building contractors, and personnel from federal, state, and local entities. Considerable independent judgment and discretion must be exercised in the performance of assigned duties. Work is performed independently 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 division operations; 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, lawn and building maintenance equipment, tools and supplies, etc.; initiates necessary purchase requisitions and purchase orders; 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 representatives reference settlement of accident losses and repair of vehicles/vessels.

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

Directs General Headquarters garage and Division Assistant Directors; 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; addresses personnel issues and problems associated with division staff.

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

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

Evaluates facility conditions and needs. Initiates processes necessary for the proper maintenance of facilities.

Works closely with OA/FMDC on all leasing issues.

Manages building and grounds maintenance of Patrol facilities.

Appears before legislative committees regarding appropriations and legislation that may affect the division and/or the Patrol.

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 alternative fuel vehicle regulations; stays current on all hazardous waste and shop safety regulations to ensure that all garage locations are operating within those regulations.

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

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of police vehicles/vessels and emergency vehicle/vessel warning equipment.

Extensive knowledge of fleet management practices.

Extensive knowledge of building and grounds maintenance methods, practices, and repair procedures.

Knowledge of standard building construction methods and practices.

Extensive knowledge of Patrol policies and procedures.

Extensive knowledge of the basic principles and techniques of supervision.

Knowledge of state bid and purchasing requirements.

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

Knowledge of vehicle/vessel insurance subrogation and restitution procedures.

Knowledge of procedures involved in vehicle/vessel maintenance and repair.

Knowledge of facility management best practices.

Knowledge of leasing operations to include real estate contracts.

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

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

Ability to read and interpret building construction plans.

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 vehicle/vessel manufacturers and dealers to effectively maintain the fleet.

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

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 vehicle/vessel specifications.

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

Ability to operate Patrol vehicles/vessels.

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, which may include long days or weekend duties.

**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 bachelors degree from an accredited college or university in Business Administration, Public Administration, or a field closely related to the division's purpose and function;

AND

Five years of progressively responsible work experience in automotive fleet management, facilities management/operations, leasing operations, and/or capital improvement budgeting; with at least three years of the five years work experience 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 requirement. Prior fleet management experience with a fleet of 50 or more vehicles is preferred.

**NECESSARY SPECIAL REQUIREMENTS:** Possess or obtain and maintain a valid Driver 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.