



Classification: Division Assistant Director (Technical Section)

Title Code: V07901

Pay Range: 30

POSITION SUMMARY: This is a responsible position wherein the individual assists and provides support to the Director of the Fleet and Facilities Division. Duties include development of vehicle and watercraft specifications; patrol vehicle collision repair management; general monitoring and management of fleet operations; vehicle and watercraft warranty administration; supervision of garage superintendent and building and grounds maintenance supervisor.

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.)

Provides support to the division director and assists in the operation of the division; assumes responsibility of the division in the director's absence or as assigned.

Coordinates Patrol vehicle and watercraft accident damage repairs; reviews and maintains damage reports; determines proper repair methods and payment source; contacts insurance companies and individuals reference payments for collision damages. Works closely with O.A. Risk Management, prosecutors and legal counsel reference payment for Patrol losses.

Monitors fleet operations; monitors and analyzes mileage, vehicle assignments, and operating expenses; develops reports related to fleet operations; makes recommendations for improvements in fleet operations as needed.

Serves as new vehicle/watercraft warranty administrator. Manages in-house warranty programs.

Develops vehicle, watercraft and equipment bid specifications. Develops, coordinates, and administers vehicle, watercraft, and equipment evaluations.

Supervises assigned personnel and performs a variety of administrative duties (e.g., maintains employee time records, approves/disapproves leave, approves expense reports, conducts employee performance evaluations, attends meetings, serves on committees, as assigned, and handles personnel issues and problems associated with division staff).

Acts as liaison between Fleet and Facilities Division, vendors, insurance companies, and the public.

Assists troop and division personnel with building and grounds maintenance issues; coordinates facility maintenance and repairs with OA FMDC.

Coordinates vehicle assignment and maintenance issues with Troop Fleet and Facilities Managers and Troop Auto Technicians.

Provides direction to the Fleet Control Coordinator regarding the marketing and sales of fleet vehicles.

Administers manufacturer recall programs; ensures all drivers/operators are made aware of recalls and that all affected vehicles and watercraft are repaired in a timely manner.

Develops training and informational bulletins for division employees; assists in coordination of technician training.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of products for police vehicles, watercraft, and emergency warning equipment.

Knowledge of Patrol policies and procedures.

Knowledge of the basic principles and techniques of supervision.

Knowledge of state bid and purchasing requirements.

Knowledge of inventory procedures and methods.

Knowledge of procedures involved in standard automotive maintenance and repair.

Knowledge of Microsoft Word, Excel, Lotus Notes, and FleetWave fleet management software.

Knowledge of standard fleet management practices.

Knowledge of standard building and grounds maintenance procedures.

Ability to think quickly and make independent and rational decisions.

Ability to establish effective working relationships with subordinates, associates, vendors, and suppliers.

Ability to handle stressful situations.

Ability to analyze data, reports and product specifications.

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

Ability to quickly learn and adapt to new programs, ideas, and concepts.

Ability to operate Patrol vehicles and watercraft including appropriate high speed operations and performing extreme maneuvers to determine proper handling, performance and suitability.

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

Ability to travel throughout the state including overnight travel.

Ability to develop product specifications.

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.

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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 or a field closely related to the division's purpose and function

AND

Seven years of progressively responsible work in automotive fleet management, automotive business management, or automotive maintenance and repair at a high competency level (e.g. ASE Master Technician), or a closely related field. (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.) At least two years of work experience must be at a supervisory level. Prior experience in law enforcement fleet management and/or service and repair is a plus.

OR

Eleven years of progressively responsible work in automotive fleet management, automotive business management, or automotive maintenance and repair at a high competency level (e.g. ASE Master Technician), or a closely related field. (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.) At least two years of work experience must be at a supervisory level. Prior experience in law enforcement fleet management and/or service and repair is a plus.

NECESSARY SPECIAL REQUIREMENTS: Must possess and maintain a valid driver license.

Must possess and maintain a Missouri Boating Safety Certification (if applicable).

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.