



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	FLEET OPERATIONS MANAGER	<b>Department:</b>	MULTI
<b>Job Code:</b>	5236	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-4

**Summary** This is skilled supervisory work in the management of shop activities, fuel activities, billing and chargeback operations or asset management activities involved in the daily operation of a Fleet organization .

Work may include responsibility for directing one or more operations in vehicle inventory control, replacement budgeting and process management, internal shop repair operations, outsourced repair and services management, billing, financial reconciliation and reporting, telematics systems management, pool and carshare programs management, vehicle inventory and replacement processes, operational metrics reporting, parts supply agreements and systems. An employee in this class, may be called upon for technical work or expertise in the repair and maintenance of the equipment or systems over which they are assigned. General supervision and guidance will be provided by management, but only a minimum of technical supervision is normally required or exercised over an employee of this class.

### Duties and Responsibilities

- Supervise all work in one or more City garages or assigned work areas and related activities; issues general instructions to subordinates as to work to be performed.
- Issues requisitions and approve purchase of material and equipment necessary to the accomplishment of shop duties or rolling-stock inventory management; schedule and prepares annual budget for assigned areas .
- Works directly with outsourced upfitting and repair providers and be integral in contract negotiations and bid evaluation.
- Checks newly purchased equipment to ensure conformance with specifications and accuracy in billing; assists in locating parts, supplies and suppliers to assure maximum equipment uptime as new equipment is purchased.
- Determines labor and material requirements for the repair of damaged automotive equipment, and determines feasibility or desirability of undertaking repair of damaged equipment
- Performs related duties as required.

<b>Technical Skills</b>	<p>Thorough knowledge of:</p> <ul style="list-style-type: none"> <li>• The construction, assembly, adjustment, and maintenance of a wide variety of light and heavy automotive equipment.</li> <li>• The use of various types of shop tools, such as drills, presses, grinders, and micrometers.</li> <li>• The uses of instruments employed in testing the operation of heavy duty automotive equipment such as ammeters, voltmeters, compression gauges, and motor and exhaust analyzers.</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Diagnose defects in automotive equipment, and to instruct subordinates our outsourced providers in approved techniques for remedying or mitigating them.</li> <li>• Make road tests and other checks of the effectiveness of repair and maintenance work or applicability of the equipment for the intended purpose.</li> <li>• Plan and supervise the work of a large staff of skilled, semi-skilled, and unskilled tradesmen and administrative staff.</li> <li>• Keep the records, files, and related documents necessary to the operation of the assigned Fleet unit.</li> </ul>
<b>Education and Experience</b>	<p>High school graduation and five (5) years of experience in one of the following areas of fleet that may include light or heavy duty automotive equipment repair and maintenance work, fleet management, overseeing fleet fueling activities, automotive storeroom control and/or fleet asset management, billing and administrative functions.</p>
<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.</li> <li>▪ Possession of a valid CDL (Commercial Driver's License) Class A, B or C issued by the state of Missouri prior to the end of the employee's probationary period(Appropriate CDL will be determined by the department).</li> <li>▪ Must pass a physical examination as prescribed by the City.</li> <li>▪ Will be required to pass a preemployment drug screen</li> <li>▪ Must pass a background check as prescribed by the City.</li> </ul>
<b>Supervisory Responsibility</b>	<p>Supervision is exercised over subordinate supervisors, mechanics, administrative staff and other skilled, semi-skilled, and unskilled workers or outsourced services.</p>
<b>Supervision Received</b>	<p>Work is performed under general technical supervision.</p>
<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>	
<b>Created</b>	4/73
<b>Revised</b>	12/77, 5/95, 9/06, 11/14, 8/2022, 8/2023 , 01/2024