Title: **Fleet Manager**	Effective Date: September 5, 2012	Grade: XVII	Job Category: Paraprofessional
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CHARACTERISTICS OF WORK

Under direction of the Division Head, this position is responsible for performing administrative and supervisory work, assisting in the planning, organizing, and directing assigned activities of the Division; managing the Department's vehicle/equipment fleet; and overseeing all technical equipment specifications and preparing proper bid documents for all new equipment. Advise Districts and Divisions in all matters pertaining to fleet management, including utilization, life cycle costing, and all forms of technical analysis. Provide management with necessary reports to recommend programming and budgeting to effectively utilize the Department's on-road and off-road fleet.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist Division Head in managing the Department's Road Machinery and Equipment budget.
- Oversee the writing of specifications for the purchase of equipment for the Department.
- Analyze equipment availability from manufacturers, classify equipment and prepare technical specifications.
- Revise equipment specifications based on review of current literature and machinery improvements.
- Keep District and Division personnel informed of the equipment available within the Department and assist in securing same for better highway equipment distribution for more efficient use of equipment funds.
- Prepare, maintain, and update Department Equipment Management System (EMS) and fleet/equipment reports.
- Submit reports to U.S. Department of Energy verifying the Department's fleet purchases of Alternative Fuel Vehicles (AFV) and conformance to federal laws and guidelines.
- Develop, maintain, and update databases in Microsoft Access for tracking and reporting information related to the Department's equipment auction, purchase and delivery of new equipment and any other equipment management needs.
- Maintain the Department's Vehicle Inventory and Assignment reporting to the Department of Finance and Administration.
- Manage the Department's disposal program of major and minor tagged equipment and minor fixed assets.
- Manage the Department's Vehicle Diagnostics and GPS Tracking/Fleet Management System.
- Assist Division Head in equipment cost accounting measures for accurate cost distributions.

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MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus four years related experience; OR the educational equivalent to a diploma from an accredited high school plus 12 years related experience. Ability to interpret and apply Departmental policies and procedures. Must be proficient in technical and specifications writing. Thorough familiarity with Department Accounting Manual, Purchasing Procedures and Equipment Management System. Leadership qualities and communication skills. Thorough familiarity with the operation of personal computers and Microsoft Word, Excel, Access, PowerPoint and Outlook.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)