

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ASSISTANT FLEET MANAGER

JOB CODE: 20165

PAY GRADE: 21

PAY RANGE: \$59,580 - \$95,328

GENERAL DESCRIPTION

Under the general direction of the Captain or Fleet Manager the primary focus of this position is to provide professional oversight for three supervisors assigned to two vehicle maintenance facilities and one upfitting facility. This position will also assist, when necessary, with the coordination of vehicle specifications, component selection, and assist in providing the necessary information for the procurement vehicles and equipment. This position will assist with the responsibilities associated with the surplusing and the disposal of vehicles. In the absence of the Captain or Fleet Manager, the member will assume the responsibilities of managing the Division's functions. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Provides support in the planning, coordination, and supervision of the activities of personnel engaged in the various functions of the Fleet Division which includes vehicle maintenance, replacement and upfitting
- Assists in the development and implementation of programs, practices, and procedures for the Fleet Operations Division
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective action as needed
- Supports and participates in the recruitment, selection, placement, and safety of personnel
- Assists in the preparation of the budget of the Fleet Operations Division and makes procedural and operational recommendations
- Coordinates and participates in safety and training programs

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- Provides primary support and knowledge resources pertaining to vehicle repair and maintenance for all agency vehicles and equipment in order to ensure operational readiness
- Provides support in determining and preparing vehicle specifications for new vehicles and equipment
- Establishes and maintains effective working relationships with subordinates, superiors and other agency personnel
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration or related field
- Three (3) years' related experience
- Or equivalent combination of education and experience
- Two (2) years' supervisory experience
- Knowledge of Microsoft Word and Excel to create statistical reports
- Experience in Fleet Management software preferred
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to efficiently create accurate reports, respond to surveys, create statistical summaries, and to write and revise policies, letters memos, etc.
- Ability to identify existing or potential problems and develop ways to resolve issues to attain desired results
- Working knowledge of the functions, activities, requirements and objectives of the area assigned
- Knowledge of agency budget development and management policy and procedures
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities

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- Knowledge of the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), Workers' Compensation and Fair Labor Standards Act (FLSA) to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency
- Ability to review and/or complete personnel evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job performance of the employee
- Ability to establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both orally and in writing
- Strong organizational skills
- Time management and keen ability to manage multiple functions at one time
- Proactive in recognizing managerial trends and operations innovations set forth by the industry
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 2 hour per day
- Drive up to 1 hour per day
- Walk up to 2 hours per day
- Frequently lift up to 25 lbs.
- Occasionally lift up to 50 lbs.
- Frequently bend, squat, reach, kneel and twist
- Occasionally climb