

POLICE FLEET MANAGER

Recruitment #2002-5326-001

List Type	Transfer/Promotional
Requesting Department	Milwaukee Police Department
Open Date	3/6/2020 08:00:00 AM
Filing Deadline	3/27/2020 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY ****

PURPOSE

The Police Fleet Manager is responsible for effectively overseeing Milwaukee Police Department (MPD) fleet operations, ensuring that departmental motor vehicles are properly equipped, safe, and available for MPD members.

ESSENTIAL FUNCTIONS

VEHICLE SERVICES MANAGEMENT:

- Develop annual replacement program for vehicle replacement. Maintain active role in the procurement of police equipment and installation of same. Assign and maintain fleet records. Oversee mechanical and auto body repairs.
- Supervise the maintenance and operations of the police fleet in a professional and efficient manner.
- Prioritize scheduling to ensure vehicle and equipment repairs are met in a timely manner.
- Establish vehicle availability.
- Maintain and upgrade computerized vehicle equipment records.
- Work with vehicle and equipment manufacturers, repair shops, and parts vendors.
- Work with vendors concerning warranty repairs and billing.

BUDGET OVERSIGHT:

- Manage an annual budget of \$3,000,000+ for equipment and supplies.
- Prepare requisitions and check specifications for new vehicles and emergency equipment.
- Approve invoices for payment of new vehicles, emergency equipment, light bars, sirens, safety equipment, tires, fuel deliveries, oil changes, and car washes.
- Responsible for decision making and directing vendors if a discrepancy arises.
- Confirm repairs submitted by the Department of Public Works (DPW).

VEHICLE MAINTENANCE:

- Coordinate the continuous evaluation of the Department's fleet, including annual evaluations and grading for all vehicles and equipment in a specified age group.
- Analyze information to determine vehicle and equipment to be disposed of within an economically and timely manner.

STAFF SUPERVISION:

- Supervise personnel assigned to the Fleet Management Services Section and vehicle installation shop.
- Schedule off days and vacation selection.
- Manage training on emergency vehicle equipment, troubleshooting and repairs, and other necessary training.
- Handle grievances at the first step.

ADMINISTRATIVE DUTIES:

- Work with MPD personnel to maintain leased vehicles.
- Work with MPD personnel regarding classified vehicles.
- Organize the use of Department vehicles participation in authorized public events.
- Work with committees to set up police vehicles with equipment.
- Coordinate with building maintenance regarding repairs and planned garage improvements.
- Coordinate vehicle equipment and supplies with District Commanders.
- Provide chauffer service for police personnel, dignitaries, and guests.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

The Police Fleet Manager must be willing and able to do the following:

- Work under adverse environmental conditions, such as variable temperatures, fumes, odors, and dust.
- Walk, crouch, reach, and lift and move up to 10 pounds on occasion.
- Work extended hours, including weekends and holidays.
- Travel to attend training, vendor exhibits, or conferences.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's Degree in business administration, accounting, public administration, logistics, automotive technology, or a closely related field from an accredited college or university.

3. Three years of progressively responsible experience in a recognized vehicle repair establishment.
4. One year of supervisory experience (*may be concurrent with the experience described under #2, above*).
5. Valid State of Wisconsin driver's license and a good driving record at time of application, throughout the selection process, and throughout employment. Driving records will be reviewed and evaluated.

Equivalent combinations of education and experience may be considered, although there is no substitute for the supervisory experience.

NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Your transcript must be legible and include the university or college name, your name, the degree completed (if applicable), and the date the degree was completed. Official or unofficial transcripts are acceptable.

DESIRABLE QUALIFICATIONS

- Automotive Service Excellence (ASE) Certification.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Mechanical knowledge as well as vehicle maintenance and repair expertise.
- Knowledge of safety principles related to law enforcement fleet management.
- Knowledge of business management, general accounting, purchasing, inventory management, and logistics principles; ability to write requisitions and specifications.
- Ability to read, understand, and interpret complex work-related documents.
- Knowledge of mathematics to be able to manage a large budget; procure vehicles, equipment, and supplies; and oversee vehicle leasing.
- Written communication skills to be able to compose correspondence, policies, and reports.
- Oral communication skills so as to clearly convey information to departmental members and others.
- Ability to use word processing, spreadsheet, database, asset management, and fleet management applications to create documents, produce reports, and manage fleet service orders and equipment.
- Knowledge of leadership principles; supervisory skills, including ability to assign and direct work, assess performance, make hiring decisions, provide training and coaching, and take corrective action as needed.
- Interpersonal and customer service skills to be able to work effectively within a quasi-military organization with command staff, sworn and non-sworn personnel, City staff, and vendors.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.
- Analytical, problem-solving, and decision making skills as well as sound judgment.
- Organizational and time management skills as well as ability to cope with frequent interruptions, changing priorities, and stressful situations.
- Ability to exhibit professionalism, trustworthiness, and stewardship regarding City resources.

CURRENT SALARY

The current salary range (Pay Range 1DX) is \$54,865-\$76,806 annually, and the resident incentive salary range for City of Milwaukee residents is \$56,511-\$79,110. Appointment will be made in accordance with the provisions of the salary ordinance.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

***NOTE:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

***NOTE:** To be hired by the Milwaukee Police Department, candidates must pass an MPD background investigation before hire.*

ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.