



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: November 18, 2025

Department of Public Works – Operations Division – Fleet Services Section

Current	Recommendation
Fleet Acquisition Manager PR 1FX (\$66,154 – \$92,612) FN Recruitment rate is at \$85,086 FN The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work. (One Position)	Fleet Acquisition and Disposal Manager PR 1HX (\$75,162 – \$105,223) FN Recruitment rate is at \$95,932 FN The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work. (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

The Department of Public Works, Operations Division has requested reclassification of one position of Fleet Acquisition Manager within the Fleet Services Section, Fleet Administration Unit. Job descriptions were provided and discussions were held with Danielle Rodriguez, Operations Division Director, Brian White, Fleet Services Manager, and Makisha Porter, Operations Human Resources Administrator.

Fleet Acquisition and Disposal Manager Job Responsibilities and Requirements

This position plans, coordinates and executes lifecycle management for 2,500 plus vehicles and equipment across multiple city department. This position receives policy and procedural direction from the Fleet Services Manager, and is expected to carry out work assignments and report progress to the Manager. This position receives budget and financial guidance and monitoring from the Operations Finance and Administration Manager.

- 65% Prepares detailed specifications for automotive equipment and components for the city including engineering and design changes to comply with customer requirements:
- Continually studies and analyzes equipment and operating costs, obtains user input from both operators and using divisions.
 - Reviews specifications, evaluates new products and ideas, and establishes life cycles for all Fleet equipment in compliance with City policies, procedures, and following local, state and federal purchasing consortium best practices.
 - Prepares purchase requisitions and manages purchase contracts. Prepares supporting documentation, participates in the processes of formal and informal bids.
 - Ensures compliance with specifications through the entire acquisition process.
 - Prepares award recommendations and vendor service contract requirements.

- Oversees the inspection of new equipment during the build process, prior to, and after delivery to ensure that specifications are being met.
- Effects remedial actions, direct vendors to make necessary corrective actions when discrepancies are found.
- Works with external vendors to ensure specifications and delivery timeline are met.
- Direct the work of the VSTs in the setup shop for new equipment coming in to service.
- Coordinates the placement of vehicles and equipment into active service.
- Administers the continuous evaluation of the city fleet, including annual evaluations and grading for all vehicles and equipment within the fleet.
- Participates in and supports snow and ice control operations and other emergencies.

35% Analyzes information to determine vehicles and equipment to be disposed of within an economically feasible and timely manner:

- Coordinates and oversees all equipment retirement, preparation and disposal operations, including on-line auctions, sales, and scrap sales annually within city and department policies and guidelines.
- Direct the work of the VSTs in the setup shop for old equipment leaving service to be retired.
- Coordinates online auction deliveries, payments, record keeping and reporting as required by city policy to maintain transparent and ethical vehicle disposal.

Minimum requirements include five years of progressively responsible fleet repair or purchasing related experience. A Bachelor's Degree in Business, Public Administration, Engineering or a related field is desirable. Equivalent combinations of education and experience will also be considered. These requirements have not yet been assessed by the DER Staffing Division for hiring purposes.

Analysis and Recommendation

The most significant change is the addition of direct reports (Vehicle Services Technicians) to work in the new equipment setup/disposal shop. Currently, these VSTs report directly to a Fleet Repair Supervisor-Senior. The Fleet Acquisition and Disposal Manager works closely with the VSTs in new equipment prep – sets priorities, directs work, etc. as required to take a new piece of equipment and place it into service. At this time, the reporting relationship is in an unofficial capacity without the authority that other fleet supervisors have. This can present challenges when there is conflicting prioritization of tasks. Moving the VSTs working in the new equipment setup area under the supervision of the Fleet Acquisition and Disposal Manager will streamline this function with clear lines of supervision and oversight. The Fleet Acquisition and Disposal Manager coordinates with vendors, suppliers, and various internal departments regarding new equipment delivery and departmental needs, and is able to prioritize and schedule the work of the VSTs in the new equipment setup section accordingly.

The Fleet Services Manager works closely with the Fleet Acquisition and Disposal Manager to decide what equipment the city will purchase and how to manage the available budget. The Fleet Acquisition and Disposal Manager then coordinates with vendors and suppliers to obtain quotes, prepare purchasing documents, etc. The team works together to build a purchasing plan, and then the Fleet Acquisition and Disposal Manager starts the process by submitting a requisition to purchasing. This requisition requires approval by the Fleet Services Manager.

In terms of disposal, responsibilities previously handled by the Fleet Services manager will become the responsibility of the Fleet Acquisition and Disposal manager. As a result of issues experienced with previous work systems and staff, Fleet Services has developed a more comprehensive, transparent, and controlled process to dispose of vehicles and equipment. This process includes contracting with a third-party auction vendor, and creating an "arms' length" process for handling the auction and scrap proceeds. The Fleet Acquisition and Disposal Manager will now direct the work of four VSTs to prepare equipment for disposal. This preparation includes de-badging, salvaging parts, photographing, posting equipment for auction, coordinating with buyers for pickup, and transportation of those items. This new process provides the same level of control and transparency in vehicle disposal as exists in vehicle acquisition. Essentially, the Fleet Acquisition and Disposal Manager will manage the cradle-to-grave life cycle of each vehicle/equipment, and will be accountable for all the record keeping and process development of those functions.

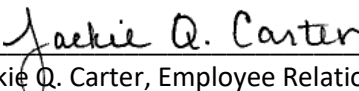
The proposed classification level for the Fleet Acquisition and Disposal Manager is intended to be comparable to the two Fleet Repair Supervisors-Senior in Pay Range 1HX. With this reorganization, one Fleet Repair Supervisor-Senior will oversee Heavy Repairs, one Fleet Repair Supervisor-Senior will oversee Light Repairs, and the Fleet Acquisition and Repair Manager will oversee Equipment Set-up and Disposal. In addition to this oversight of staff, the Fleet Acquisition and Repair Manager will perform functions similar to the Procurement Manager in the Department of Administration Purchasing Division, also compensated in pay range 1HX.

Therefore, based on new, higher-level responsibilities, along with comparability to the Fleet Supervisor-Senior and Procurement Manager, the recommendation is to reclassify one Fleet Acquisition Manager in Pay Range 1FX to one Fleet Acquisition and Disposal Manager in Pay Range 1HX (\$75,162 – \$105,223) Recruitment rate is at \$95,932.

Action Required – Effective Pay Period 26, 2025 (December 7, 2025)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
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