



October 10, 2023

Milwaukee Police Department

Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Jeffrey B. Norman

Chief of Police

(414) 933-4444

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Request for Fleet Repair Manager Examination and Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Fleet Repair Manager as soon as administratively possible. This position is responsible for the daily and long-term planning, and operation of the Police Department's fleet. The duties include management of all fleet operations, evaluating new vehicles, working with vendors, evaluating new products, preparing capital requests for the annual budget, and supervising and reviewing performance evaluations for a staff of thirty-two employees.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If there are any questions regarding this matter, please contact Human Resources Representative Mai Xiong 414-935-7591.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mx
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service _____	Finance _____
Commission: _____	Committee: _____
Fire & Police _____	Common _____
Commission: _____	Council: _____

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 6/9/2017 / 9/25/2023		2. Present Incumbent: Vacant		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled: 10/25/2015		4. Previous Incumbent: Brian White			
5. Department: POLICE DEPARTMENT			Bureau: Administration Division: Facilities Services		Unit: Fleet Section:
6. Work Location: 749 W. State St. Milwaukee, WI 53223			Telephone: 935-7515 Email:		Work Schedule: Hours: 7:00am-3:00pm Days: M-F
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Bargaining Unit: Management, General City If in District Council 48, which local?			8. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10. Official Title: Fleet Repair Manager Underfill Title (if applicable): Requested Title (if applicable):				Pay Range	Job Code
				1IX	5910
Recommended Title (DER Use Only):			Approved by: _____		
			Date: _____		

11. BASIC FUNCTION OF POSITION:

The Fleet Repair Manager shall perform all duties to provide an effective and safe motor vehicle fleet that will be available and at the disposal of Department members.

12. DESCRIPTION OF JOB (Check if description applies to Official Title or Underfill Title A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100%	<p>MANAGEMENT OF VEHICLE SERVICES</p> <ul style="list-style-type: none"> Regular and consistent attendance. Develop annual replacement program for vehicle replacement. Maintains active role in the procurement of police equipment and installation of same. Assigns and maintains fleet records. Oversees all mechanical and auto body repairs. Supervises the maintenance and operations of the police fleet in a professional and efficient manner. Prioritizes scheduling to ensure vehicle and equipment repairs are met in a timely manner. Establishes vehicle availability. Maintains and upgrades computerized vehicle equipment records. Works with vehicle and equipment manufacturers, repair shops and parts vendors. Works with vendors concerning warranty repairs and billing.
	<p>Budget responsibilities</p> <ul style="list-style-type: none"> Manages an annual budget of \$3,000,000+ for equipment and supplies. Prepares requisitions and checks specifications for new vehicles and emergency equipment. Approves invoices for payment of new vehicles, emergency equipment, light bars, sirens, all safety equipment, tires, fuel deliveries, oil changes, and car washes. Responsible for decision making and directing vendors if a discrepancy arises. Confirms repairs submitted by the Department of Public Works.
	<p>Maintenance of Vehicles</p> <ul style="list-style-type: none"> Coordinates the continuous evaluation of the Department's fleet including annual evaluations and grading for all vehicles and equipment in a specified age group. Analyzes information to determine vehicle and equipment to be disposed of within an economically and timely manner.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> • Supervision of Staff • Regular and consistent attendance. • Supervises personnel assigned to the Fleet Management Services Section and vehicle installation shop. • Responsible for scheduling off days and vacation selection. • Manages training on emergency vehicle equipment; troubleshooting and repairs and other necessary training. • Handles grievances at the first step.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	• Works with MPD personnel to maintain leased vehicles.
	• Works with MPD personnel regarding classified vehicles.
	• Organizes the use of Department vehicles participation in authorized public events.
	• Works with committees to set up police vehicles with equipment.
	• Coordinates with building maintenance regarding repairs and planned garage improvements.
	• Coordinates vehicle equipment and supplies (tires, fluids) with District Commanders.
	• Provides chauffeur service for police personnel, dignitaries and guests as required.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Facilities Manager.

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

General direction is provided by the Facilities Manager. Works independently from broad policies and is accountable only for results. The incumbent is given discretion and judgement in the assignment of the fleet. Informs command staff regarding all issues involving the management of the fleet.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 27.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties		e. Sign or approve work
b. Outline methods		f. Make hiring recommendations
c. Direct work in progress		g. Prepare performance appraisals
d. Check or inspect completed work		h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
5	Police Officers	a-g
8	Maintenance Assistant	a-g
1	Office Assistant	a-g
6	Police Services Specialist	a-g
5	Emergency Vehicle Mechanic	a-g
1	Fleet Repair Supervisor	a-g
1	Police Services Specialist Investigator	a-g

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Bachelor's Degree in business administration or management, public administration, logistics, automotive technology, or a closely related field from an accredited college or university. Minimum of

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three (3) years' experience in fleet supervision within a recognized vehicle repair establishment. Note: Equivalent combinations of education and experience may be considered, although there is no substitute for supervisory experience.

ii. Knowledge, Skills and Abilities:

Knowledge of writing requisitions and specifications. Knowledge of mechanics, vehicle maintenance and repair. Ability to supervise personnel and communicate clearly and effectively, both orally and in writing. Request the ability to work effectively with members of the command staff, other department personnel and vendors. Computer skills as they pertain to fleet service orders and equipment (Microsoft Office/Outlook/Word/Access and Excel Database and Spreadsheets). Knowledge of Asset Management Applications, Asset Works and Fleet Management Software.

iii. Certifications, Licenses, Registrations:

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.

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.

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<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Typical Mechanic Tools as necessary	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

May be required to work extended hours including weekends and holidays. May be required to travel to attend training, vendor exhibits or conferences.

M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

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