

Oklahoma Department of Corrections
Unclassified Job Descriptor

FLEET MANAGER

Basic Purpose:

The position assigned to this job manages the operation and maintenance of the department's motor vehicle fleet, through the development of budgets, inventory control & disposal systems, preventative maintenance programs and management of vehicle maintenance facilities.

Typical Functions:

- Develops and maintains budget for fleet operation and management.
- Analyzes maintenance costs and provides recommendations on fleet utilization and replacement.
- Develops agreements and service contracts with vendors for external repairs and services for the motor vehicle fleet.
- Tracks fleet usage and assignment of vehicles.
- Develops and maintains fleet management system(s), of which at least one will consist of an established computer-based fleet management program.
- Directs repair, service and maintenance of department vehicles.
- Develops and supervises agency preventive maintenance schedules.
- Recommends/arranges for the disposal of vehicles through state surplus/auction.
- Supervises and assists in the input of fleet management data, running of reports, compiling and disseminating information as requested by the public, other agencies and the legislature.
- Establishes and maintains files, including pending purchases and sales, to provide an accurate inventory of the vehicles owned by the department

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Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of administration; knowledge of, and skill in the use and application of appropriate information technology. Ability to plan, direct, and coordinate the activities of others; to interpret, analyze and resolve highly complex and technical information; to analyze collected data concerning fleet management; to communicate effectively both orally and in writing; to establish and maintain effective working relationships, to organize and manage several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three years of professional experience in public administration; or an equivalent combination of education and experience, substituting one year of technical administrative experience for each year of the required education.

Special Requirements:

The incumbent must be willing and able to perform all job-related travel normally associated with this position.