

Job Class Profile: Vehicle Fleet Manager**Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	2	4	4	4	5	1	2	
Points	187	67	13	19	120	87	103	21	21	638

JOB SUMMARY

The Vehicle Fleet Manager is responsible for planning, coordinating and organizing the general operations and administration of a vehicle fleet program.

Key and Periodic Activities:

- Plans and coordinates the annual maintenance and vehicle replacement budgets.
- Coordinates vehicle fleet maintenance and repairs.
- Prepares fleet reports for management analysis related to vehicle replacement.
- Analyses fleet operations and provides recommendations to management on Vehicle Fleet Management Policies.
- Manages the annual fleet replacement program.
- Prepares and updates tender specifications for the annual fleet replacement program and related fleet operations.
- Liaises with government officials and professionals in the automotive industry to develop vehicle specifications to meet operational requirements.

SKILL**Knowledge****General and Specific Knowledge:**

- Policies and procedures
- Government tendering process
- Automotive repair and appraisal
- Vehicle fleet operations
- Budget management

Formal Education and/or Certification(s):

- Minimum: High School Diploma. 2 Year Diploma in Business or Public Administration. Valid driver's license as issued by the Province of Newfoundland and Labrador.

Years of Experience:

- Minimum: 4 to 5 years

Competencies:

- Ability to follow basic instructions or work processes.
- Ability to apply established techniques to the completion of activities.
- Ability to coordinate a range of related work or project activities.
- Ability to develop new solutions to deal with new problems.
- Ability to provide advice to others on how to solve a problem or address an issue.
- Ability to proofread, edit and format tender specification documents.
- Ability to operate a computer to create letters and spreadsheets for reports and data analysis.
- Ability to write straightforward text.
- Ability to operate vehicles.
- Ability to conduct analysis to assess vehicle condition when preparing vehicle acquisition budgets.

Interpersonal Skills

- A range of interpersonal skills used include listening to information from other employees regarding vehicle issues; asking questions to get information about vehicle problems and recommended solutions and providing routine information and direction to vehicle operators.
- The most significant contacts are with the supervisor for advice and guidance on problems that arise; vehicle operators to discuss any issues or concerns; automobile dealers and manufacturers to obtain information on new product lines and the latest developments in the automotive industry; vehicle maintenance and repair contractors to discuss vehicle maintenance issues and to schedule repairs; and with officials of various government departments regarding specific tender specification documentation.

EFFORT

Physical Effort

- The demands of the job do not result in fatigue requiring periods of rest and are not typically required to physically handle materials or other objects.
- Required to perform fine finger/precision work while sitting and using a computer for e-mail correspondence, data analysis and writing, etc.
- In the performance of daily activities, have the opportunity to walk and stand occasionally. Driving is also required on an occasional basis to visit service providers, automobile dealerships, etc.

Concentration

- **Visual** concentration is required when using the computer to analyse various types of spreadsheet data such as vehicle maintenance and repairs; reviewing vendor invoices for payment; reviewing tender specifications; observing vehicle exterior condition and recommending repairs as necessary and when driving vehicles.
- **Auditory** concentration is required to listen to vehicle operators and/or maintenance and repair service providers pertaining to vehicle issues or concerns and recommended solutions.
- Alertness and concentration are required when performing **repetitive** tasks such as the verification of costing information to ensure adherence to the standing offer agreement in place.

- **Time pressures, deadlines and lack of control over work pace** are experienced in the performance of daily activities to ensure that regular preventative maintenance service is scheduled for all fleet vehicles, new vehicles are delivered on schedule, Standing Offer Agreements are renewed before the expiration of existing agreements and with conflicting vehicle repair priorities. **Interruptions** occur with requests for fleet information.
- **Exact results and precision** are required to ensure the allocated vehicle budget is not exceeded and that vehicles meet the required specifications.

Complexity

- Work involves planning, coordinating and organizing the general operations and administration of a vehicle fleet program which involves tasks that are different but require similar knowledge and skills.
- A typical problem or challenge is ensuring that vehicle operators follow the scheduled vehicle maintenance and repair guidelines and the preventative maintenance program to ensure the safe operation of the vehicle and to extend the life of the vehicle mechanically.
- Reference material to assist in addressing problems, challenges and issues includes policies and procedures, vehicle manufacturer specifications, government purchasing guidelines and advice and guidance from the supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed with considerable independence and initiative in the performance of daily activities under the general direction of a supervisor.
- Authority to approve mechanical and auto body repairs for all vehicles in accordance with policies and procedures and delegated financial authority.
- Supervisory approval is required for changes to policies or programs and for all purchases not covered under a Standing Offer Agreement.
- Discretion and independent judgement is required to determine if a vehicle should be repaired or replaced; ensure that new tender specifications meet operational requirements; and schedule the removal of vehicles from service and the removal of emergency equipment from old vehicles.

Impact

- Work results can have a positive impact within the immediate work area, department, group, organization and the general public and on resources such as equipment, processes and systems, finances, human resources, health and safety and corporate image when vehicle fleet maintenance and repairs are performed as required; new vehicles are purchased within the allocated budget; and vehicle tender specifications are accurate.
- Mistakes or errors can result in vehicle down time; health and safety issues for vehicle operators; over expenditure of vehicle fleet capital asset budget; increased expenses associated with vehicle repair; and tender specification errors.
- Work is reviewed by supervisor through discussions, reports and observation of overall results achieved and errors are typically identified and resolved within 24 hours of problem identification.

Development and Leadership of Others
<ul style="list-style-type: none"> — There is no supervision of staff. — May provide advice, guidance and direction to temporary employees or vehicle operators, when required.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is no requirement for any special precautions or safety equipment. — Physical environment is typically safe with minimal health risk. — Works in an office environment and may occasionally be exposed to unusual/distracting noise and glare from computer monitors.