FLEET PROGRAM OFFICER

I. DEFINITIONS

FLEET PROGRAM OFFICER

Positions are directly responsible for the fleet program at the institution level and serve as the primary liaison to the Department of Administration and work collaboratively with other major agencies in all areas related to fleet and fleet management for enterprise and institution solutions. Positions make independent decisions in relation to fleet program management. Positions are primarily responsible for performing any combination of the following: provide leadership, guidance, and management for all aspects of the fleet program and operations for the institution; work collaboratively with other major agencies for best practices for fleet program areas; develop specific policies and procedures related to fleet management; oversee and direct vehicle acquisition, replacement, and disposal of owned and leased vehicles as well as registration, titling, and recalls; oversee and direct vehicle specification development, maintenance, and repair of vehicles; integrate various electronic information systems with a number of mechanical systems and physical assets; oversee, direct, and support the development, implementation, administration, and integration of management information systems; oversee orientation and training of fleet employees which may include direct reports as well as fleet coordinators in decentralized locations; direct and oversee the fuel card program in the institution; prepare fleet biennial budget and administer annual operating budget; monitor and evaluate work plans; manage and coordinate the fleet loss control program and owned and leased vehicle claims; develop, implement, and monitor CDL, Drug Testing, and Van Drivers programs; provide training to address areas of need to reduce injuries, property claims, and cost. The work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.