UNIVERSITY OF SOUTHERN CALIFORNIA

Vehicle Fleet Manager

Job Code: 155117

OT Eligible: No
Comp Approval: 6/2/2017

JOB SUMMARY:

This position is responsible for the planning and coordination of the deployment of department vehicles, managing vehicle maintenance schedules, and analyzing equipment usage. The Vehicle Fleet Manager maintains the database of assigned vehicle fleet and affiliated special equipment, conducts vehicle audits and inspections, and assists with the planning of the vehicle fiscal budget. This position is also responsible for managing or assisting with the purchase of department vehicles and equipment, and managing vehicle equipment service vendor contracts. The Vehicle Fleet Manager is also responsible for working closely with USC Risk Management on traffic collisions, and researching law enforcement fleet options and technology to help meet department needs.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

--- --- Plans, coordinates and administers department vehicle deployment.

--- --- Manages vehicle maintenance per set manufacturer service schedule and according to impromptu service needs. Maintains vehicle maintenance schedules, state inspections and vehicle services database.

--- --- Maintains database of assigned vehicle fleet and affiliated specialized equipment to include mobile radio, First Aid/CPR, Trauma kits, mobile data computer equipment, and prisoner transportation equipment.

--- --- Conducts vehicle audits and inspections to ensure operational readiness and vehicle code compliance. Ensures all department vehicles and equipment are licensed, registered and insured as required by state law.

--- --- Assists with planning of vehicle fiscal budget, review of annual expenses/income and forecast fleet improvement plans.

--- --- Manages or assists in purchases of department vehicles and equipment. Ensures that purchases are licensed, registered and insured as required by state law. Ensures all department vehicle registrations and insurance policies are current.

--- --- Manages internal and external vehicle equipment service vendor contracts and represents the department in negotiations. Ensures procurement of service vendor services and fuel management invoicing.

--- --- Works closely with USC Risk Management on all traffic collisions. Submits driver’s license pull requests to the DMV. Monitors department vehicles involved in ongoing investigations.

--- --- Researches law enforcement fleet options, technology and best practices to make implementations based on department needs.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No  [ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- High school or equivalent
- Specialized/technical training
- Related undergraduate study
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 3 years

Minimum Field of Expertise:
- Knowledge of vehicle maintenance and dispatch operations within the transportation industry. Knowledge of relevant DMV and DOT policies and procedures. Excellent written and verbal communication skills. Proficient in Microsoft Word and Excel. Strong time-management skills.

Preferred Education:
- Associate’s degree

Preferred Experience:
- 5 years

Skills: Administrative:
- Communicate with others to gather information
- Customer service
- Gather data
- Input data
- Maintain logs
- Understand and apply policies and procedures

Skills: Other:
- Analysis
- Budget control
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Negotiation
- Organization
- Problem identification and resolution
Research
Scheduling

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (department or school)
- Fax
- Personal computer
- Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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