



<b>Job Title</b>	Fleet Manager	<b>Job Code</b>	FS0738
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	000
		<b>Subfamily</b>	Maintenance

**Job Family & Subfamily Summary**

**Facilities Professionals** Plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

**Maintenance Professionals** Performs a broad range of duties essential to efficient, effective, and safe operation of facilities and services within and across the university.

**Job Summary**

Responsible for supervisory and administrative functions related to directing the repair, preventative maintenance and operation of fleet vehicles and equipment.

**Representative Duties**

1.
  - Resesarches, compares, and compiles quotes and date of vehicles and equipment
  - Evaluates and recommends replacement and surplus
  - Supervises and assigns tasks and oversees work of skilled trade employee
  - Reviews and prioritzes work
  - Ensures task are completed thoroughly and timely
  - Manages vehicle and equipment assignment
2.
  - Prepares, submits and oversees fiscal operating budget
  - Maintains repair cost and history
  - Prepares monthly expense reports
  - Reviews material requests for approval
  - Orders parts

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	High School Diploma or Equivalent	
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
8+ years of relevant work experience with High School Diploma OR 4+ years of relevant work experience with a Bachelor's degree		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**