



Class Code: 1239

CLASS TITLE | FLEET AND WAREHOUSE MANAGER

PAY GRADE: EX-44 www.cityoftulsa.org/pay

Effective Date : 12/07/2022

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for management and administrative work related to the operation of the City's warehouses, staff and inventory, specifying and ordering the City's non-sworn fleet of vehicles, and contract management and procurement activities; and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages the City's warehouses, ensuring correct and adequate inventory and procurement activities
- Works cooperatively with City departments and vendors to ensure purchasing and contract requirements are met and assists in problem resolution for internal and external customers
- Manages procurement for the City's non-sworn fleet, including accuracy of specifications and purchase orders
- Collaborates with City departments to determine vehicle and equipment needs, including the creation of bid specifications and compliance with Oklahoma Bridge Laws
- Evaluates bids to ensure specifications are met
- Manages vendors relationships for purchasing and coordination of orders and deliveries, resolving dispute to ensure compliance with all applicable policies and procedures as well as local, state, and federal regulations
- Develops expectations for the Fleet Services Coordinator to ensure vehicles are assigned correct asset numbers and entered into the appropriate databases(s) and communicated to customers
- Manages, trains, coordinates, and assigns the work of staff to ensure that customers' needs are met and that all applicable policies and procedures, and local, state and federal regulations are followed
- Participates in the department's Safety Committee, as well as in the City's Fleet Management Steering Committee
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following option or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of 120 hours from an accredited college or university in a field relevant to the essential tasks listed in the job description; **and**,
(b) Five (5) years' experience in a field relevant to the essential tasks listed in this job description; including,
(c) Three (3) years increasingly responsible administrative or management experience; **and**,
(d) Three (3) years' experience in the automotive repair industry.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable technical knowledge of City vehicles and equipment, as well as other vehicles the City may consider purchasing
- Knowledge of supply chain management best practices
- Knowledge of basic computer software
- Knowledge of personnel management, including coaching, mentoring and training best practices
- Knowledge of City of Tulsa Policies and Procedures and applicable Collective Bargaining Agreements
- Knowledge of purchasing best practices and the City's purchasing process and requirements

Ability to:



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- Ability to plan and direct staff
- Ability to create accurate documentation
- Ability to pay attention to detail
- Ability to motivate, coach, train and mentor employees
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone and two-way radio; frequent lifting up to 10 pounds, with occasional lifting up to 20 pounds; frequent carrying up to 5 pounds, with occasional carrying up to 10 pounds; occasional pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver license; **and,**
2. Possession of a valid Oklahoma Class "A" Commercial Driver License within six (6) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations for field inspections and/or activity coordination.

EEO Code: EX-01

Group: Clerical and Administrative

Series: General Administrative