



CLASS TITLE | DEPUTY DIRECTOR OF ASSET MANAGEMENT – FLEET SERVICES

PAY GRADE: EX-56| www.cityoftulsa.org/pay

Class Code: 1240

Effective Date : 12/21/2022

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the professional leadership, management, and operation of the City of Tulsa's Asset Management and Fleet Services Division, including short range and long-range planning for the City's assets such as fleet planning and maintenance, fueling, warehouses, shops, as well as staff performing technical, administrative, and financial and accounting duties; and performs other related assigned duties.

ESSENTIAL TASKS:

- Ensures compliance with City and departmental goals, as well as applicable local, state, and federal regulations, including addressing productivity goals, product and parts availability, fuel pricing and provides recommendations to the Asset Management (AMD) Director and other Directors
- Evaluates programs for effectiveness, alignment to city goals and accomplishment of the target objectives, managing prioritization of workloads within the shops and balancing customer needs
- Generates, monitors, and analyzes data to discern patterns, discrepancies, and opportunities for process improvements
- Prepares and monitors annual reports , directing the preparation, maintenance and auditing of division records and reports and the compilation and analysis of cost data
- Coordinates the preparation and monitoring of the Fleet Services budget, comprised of over 4200 fleet assets and a value of approximately 300 million dollars in combined assets and incorporating information into the final AMD budget presentation for management
- Attends and facilitates discussion at meetings, public or with management and the administration, to answer questions and address concerns, taking feedback and implementing best practice related recommendations to improve service response and customer response
- Conducts special studies and coordinates projects
- Plans, motivates and supervises the work of subordinate personnel, including the accurate communication of City and departmental policies, procedures, and standards and ensuring compliance and understanding
- Develops, reviews, revises and implements goals, objectives, policies and procedures for fleet management programs
- Researches and identifies emerging technologies, best practices in safety and environmental standards and state and federal regulations related to the operation of a high performing fleet organization
- 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 criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in business, public or fleet administration, or a related field; **and,**
- (b) Nine (9) years of progressively responsible experience in the field of fleet maintenance and management; **including,**
- (c) Two (2) years' experience in front line fleet management

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, practices and methods used in the operation of an internal service fund fleet organization
- Knowledge of standards and best practices in fleet maintenance and auto shop operations



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- Knowledge of vehicle repair
- Knowledge of safety regulations and practices, including policies and procedures and applicable local, state, and federal laws and regulations
- Knowledge of fiscal planning and budget preparation; knowledge of inventory management theories, practices and principles
- Knowledge of inventory and management support data systems
- Knowledge of the best practice principles for leading, motivating, and coaching employees

Ability to:

- Ability to prepare comprehensive plans, reports and recommendations for improved City fleet service and cost effectiveness
- Ability to design, plan and execute division projects and goals, manage timelines, delegate tasks and evaluate effectiveness of programs
- Ability to maintain effective working relationships with all levels of city employment as well as outside agencies and the general public
- Ability to resolve problems that require sound judgement, diplomacy and tact.
- Ability to communicate effectively, in writing and in person

Skill in:

- Skill in coordinating and supervising the activities of technical, professional, and administrative staff
- Skill in using computers and related software programs(experience in Asset Works M5 is preferred)
- Skill in data analysis and using information to solve complex problems
- Skill in solving problems
- Skill in exhibiting high level attention to details
- Skill in multi tasking and responding quickly
- Skill in written and oral communication
- Skill in prioritizing tasks and managing multiple diverse projects

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, 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 Operator's License
3. *Certification as a Certified Public Fleet Professional (CPFP) through the American Public Works Association is preferred, or*
4. *Certified Automotive Fleet Manager (CAFM) through the National Association of Fleet Administrators is preferred.*

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with regular garage, warehouse and outdoor exposure occurring. Travel between various city facilities is frequent.

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative