

CITY OF SAINT PAUL



City of Saint Paul, Fleet Manager, Position Profile



The City of Saint Paul is hiring a Fleet Manager to plan, develop, direct, implement, monitor, and manage a comprehensive fleet management program for the City of Saint Paul, which includes the City's fleet assets and outside agencies that have agreements for fleet services.

The Fleet Manager position will primarily focus on managing the City's Fleet program by making equipment management decisions that are based on a long-term asset management strategy. Improving the reliability, safety and support for front-line service delivery, avoidance of unnecessary costs, internal customer satisfaction and optimum utilization of vehicles across the fleet will be key priorities.

The City seeks a Fleet Manager with a proven track record on innovation and systems change. The best fit candidate is someone who is a creative thinker and not afraid of leading change and is persistent in driving towards set outcomes that can be measured.



The Fleet Manager will be responsible for the following:

- Overseeing the acquisition and management of capital equipment which includes replacement analysis, disposal of assets, negotiating prices, implementing equipment rentals and leases, and future strategic planning with forecasted plan projections.
- Developing and monitoring the fleet management budget, including funding requests and grant opportunities, and works to increase cost effectiveness of the fleet program based on current available resources with time and budget limitations.
- Developing long-term plans to finance new equipment and storage, and developing a rental structure that distributes costs equally to internal customers according to developed standards.
- Developing, designing and administering Citywide preventative maintenance and repair programs and procedures with detailed record-keeping, and developing “best in class” shop standards to enhance parts inventory, equipment safety, operators’ safety, value, and productivity.
- Managing the fleet fuel program by analyzing consumption, supervising the procurement, inspection and repair, and ensuring systems and records are kept in accordance with the Minnesota Pollution Control Agency rules and regulations. This position will research and implement the effective use of alternative fuels to reduce environmental impact.
- Developing and implementing protocols and procedures, including an advanced communication system that limits downtime, establishing “best in class” approaches and increases the cost-effectiveness of the overall fleet program.
- Monitoring compliance with vehicle regulations, license and license laws, and safety and drivers training.
- Managing the Municipal Garage and develop and manage to baseline performance metrics and standards.
- Building and developing relationships, and meeting with customers and stakeholders on a regular basis to address service needs, issues, and feedback for improvement.
- Researching and evaluating new technology, tools, procedures and equipment, and implementing methodology and procedures to maintain and improve the effectiveness of the fleet program.
- Researching and implementing new data or automated systems to maximize overall fleet performance and provide opportunities for improved efficiencies.
- Representing the Fleet Program for the City of Saint Paul on committees, at meetings, through presentations and before elected officials.

The Fleet Manager will report to the Director of Financial Services and will work closely with management in the Public Works and Parks and Recreation Departments.

The Successful Candidate will possess:

Experience

- Five years of fleet management experience;

Licenses or Certifications (possess or have the ability to obtain one or more of the following within 12 months of start date) such as:

- Certified Public Fleet Professional (CPFP),
- Certified Automotive Fleet Manager (CAFM),
- Certified Equipment Manager (CEM);

Knowledge of:

- All local, state and federal laws, rules, and regulations related to fleet management;
- Vehicle condition rating systems;
- Hazardous waste disposal regulations;
- Budgeting and purchasing procedures; and
- Commitment to the City's racial equity work.

Ability to:

- Lead, motivate, supervise, and train employees;
- Create a highly functioning citywide fleet management program;
- Operate all types of light and heavy equipment;
- Use all basic office technology systems including a high level of proficiency in Microsoft Office (Word, PowerPoint, Excel, and Outlook);
- Communicate effectively both verbally and in writing;
- Deliver engaging presentations and learning activities;
- Work independently and use self-evaluation to inform and guide actions;
- Build and nurture relationships with a variety of stakeholders and partners, including internal stakeholders and staff, elected officials, vendors, and city partners; and
- Apply problem solving skills and make data driven recommendations for action.

Education and Experience

The successful candidate will have a Bachelor's Degree in Public Administration, Business Management, or a related field and ten (10) years of increasingly-responsible management and administration work; at least three (3) of these years must be in a managerial capacity, and must have managed effectively in a union environment.

Candidates may substitute experience for the required education for a combination of 14 years.

Compensation and Benefits

The 2017 salary range \$90,355 - \$125,361 annually, with starting salary dependent upon experience and qualifications. In addition, the salary is supplemented by Saint Paul's outstanding benefits package.

Additional information about the City of Saint Paul can be found on our website at www.stpaul.gov.

Application Process

To be considered for this exceptional career opportunity, please apply at stpaul.gov/jobs by 4:30 p.m. on May 8, 2017. You must fully complete the online application, including answers to the Supplemental Questionnaire, submit a resume, and submit applicable licenses or certifications. A full position description is available on that site.



CITY of SAINT PAUL'S OFFICE OF FINANCIAL SERVICES

The Office of Financial Services manages the city's financial resources and assets to ensure taxpayers' confidence, the organization's effectiveness and the City's fiscal integrity. Its major divisions include Administration, Accounting and Business Support, Budget & Innovations, Real Estate and Treasury.