



## **Fleet Manager**

### **Non-Merit Position**

**(This position is exempt from the State of Delaware Merit System)**

**Opening Date:** September 6, 2016

**Closing Date:** September 19, 2016

**Salary:** PG 17 \$50,485

**Location:** DSP Headquarters, Dover, DE

#### NATURE AND SCOPE:

This is the management level position responsible for the planning, organizing, directing and coordinating of all activities associated with the acquisition, operation, maintenance and structural repair of the Division's motor vehicle fleet.

#### PRINCIPLE ACCOUNTABILITIES:

1. Administers the operation of the Division's motor maintenance facilities involved with the repair and maintenance of the motor vehicle fleet.
2. Maintains liaison with private industry marketing representatives in matters concerning the section.
3. Completes quarterly vehicle mileage reports for the Office of Fleet Management.
4. Maintains storage and record keeping for seized vehicles.

5. Submits recommendations regarding Division policies and procedures relating to section matters.
6. During emergency situations, prepares operational plans for the deployment of fleet vehicles.
7. Administers the purchase of supplies and equipment and reviews billings for contracts and purchase order preparation.
8. Provides state insurance carriers with information dealing with Divisional accidents.
9. Conducts annual troop inspections and forwards reports to the Superintendent.
10. Provides technical and informational support to executive staff concerning section related matters.
11. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Skill in office practices and procedures.
- Skill in supervisory practices and procedures.
- Skill in management and budgetary procedures.
- Knowledge of the principles, practices and methods of budget preparation, analysis and control.
- Knowledge of the principles and practices of management and supervision.
- Knowledge of the principles and practices of contract administration and management.
- Skill in evaluating and analyzing laws, rules, regulations, policies, procedures and operations and recommending and implementing changes.
- Ability to manage a motor vehicle fleet operation, which includes the supervision of automotive personnel.
- Ability to assess the feasibility of purchasing highly sophisticated diagnostic equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to analyze current expenditures and to project future cost expenditures.
- Ability to establish and maintain effective working relationships with a variety of people.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree with a minimum of (2) years of experience in all aspects of fleet management, including but not limited to: supervisory experience, budget management, developing and monitoring preventive maintenance plans, automotive repair work and troubleshooting and/or (8) years of experience in all aspects of fleet management as described above.

**Conditions of Employment:**

Direct deposit of paychecks is required as a condition of employment.

Background requirements: Applicant must pass a thorough background check administered by the Delaware State Police.

**Benefits:** To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://ben.omb.delaware.gov/benefits.shtml>

### **APPLICATIONS:**

Please submit a Delaware State Police civilian application to:

**DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover, DE 19903**

**Applications can be found at our website at:**  
<http://www.dsp.delaware.gov/employment.shtml>

**Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903**

### **Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

### **Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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