



The following FULL-TIME position posting will be open through Friday, October 5, 2018:

Manager of Fleet Services

Salary Range \$97,800 - \$130,400 Annually

Ann Arbor Area Transportation Authority is an Equal Opportunity Employer

HIRING PROCESS

1. This is an external posting open to all applicants.
2. Must meet minimum requirements of the position.

September 14, 2018 – October 5, 2018 – Employment Applications

1. Submit an Ann Arbor Area Transportation Authority Employment Application Form (on-line or paper), completed in its entirety prior to 11:59 PM on the posted deadline date.
2. Applications not completed in their entirety will not be considered.
3. Paper applications must be received in the AAATA office at 2700 S. Industrial Highway, Ann Arbor, MI 48104 by 5:00pm on the posted deadline date. Paper applications are available at the same address.
4. Faxed or emailed applications will not be accepted.
5. Late and incomplete applications will not be accepted.

After September 20, 2018 – Interviews will begin as applications are received-

1. Interviews will be granted to qualified candidates as applications are received.
2. Qualified candidates selected for an interview will be notified via telephone.
3. Applicants who are not selected for an interview will receive notification they are no longer being considered.

JOB DESCRIPTION

SUMMARY/OBJECTIVE

The Manager of Fleet Services is responsible for leading and managing activities of the fleet services department. This includes maintaining the fleet and fleet-related equipment and keeping all in a state of good repair. This position ensures the effective functioning of Authority fleet and fleet-related equipment to provide an efficient and safe environment for employees and the public by utilizing best practices to manage resources, services and processes to meet the needs of the organization.

Responsibilities includes planning, budgeting and scheduling for the department. The Fleet Services Manager plans and coordinates activities including, but not limited to, vehicle repair and purchase, fleet-related equipment, third-party fleet repair services, parts inventory, and other related work.

Direct reports include three fleet supervisors, a service crew supervisor, a parts supervisor, and a shared administrative assistant.

Accountabilities and Essential Functions:

1. **Lead and manage all activities associated with fleet services in order to ensure fleet and fleet-related equipment are in proper condition for the safe, effective, and efficient use by employees and the public.**
 - Lead all activity relating to the planning, specification, maintenance, allocation, and decommissioning of all AAATA fleet vehicles and fleet-related equipment.
 - Implement the Transit Asset Management (TAM) program for the fleet to ensure safety, cost-

effectiveness, life-cycle costing, and the maximization of the agency's fleet assets, including preventive maintenance.

- Lead specification of any new fleet vehicle procurement. Work closely with other departments in planning stages.
- Work to balance a high level of internal-customer service with corporate requirements and risk management.
- Develop and implement management policies and procedures for effective and cost-efficient fleet maintenance practices.
- Identify projects and costs and determine project priorities to maintain and/or improve fleet maintenance.
- Identify, assign and oversee work performed by staff or outside contractors. Ensure work is completed appropriately and within budget.
- Manage in accordance with established health and safety policies, programs and regulations.
- Ensure that all licenses and permits for fleet and fleet-related equipment are maintained as required by local, state and federal governmental entities.
- Ensure ADA accessibility compliance for all relevant fleet vehicles.
- Ensure consistent procedures and uniform policies are established and followed for safe, efficient and quality service.
- Ensure vehicle condition defects and service requests from employees, customers, local jurisdictions and other agencies are responded to in a timely manner.
- Manage department personnel including activities related to hiring, evaluation, training, employee relations and discipline in accordance with established Authority policies and procedures and the labor contract.
- Perform other duties as required.

2. Provide senior leadership and supervision for the Fleet Services department for the purpose of developing a high-performance team that can deliver services effectively and efficiently in a changing environment.

- Model and promote appropriate behaviors to foster a positive workplace culture.
- Inspire staff to enhance employee engagement. Help staff to understand the agency's common purpose, values, ideals, and goals. Help staff to understand how their role contributes to the overall success of the team and impacts in the community.
- Encourage reflection and innovation in order to create an atmosphere of learning, growth and continuous improvement. Identify emerging trends, challenges and opportunities. Help to facilitate change.
- Ensure effective communication and coordination within the department, and between the department and other parts of the organization. Assist in communication with Executive Team, Senior Management Team, Board members, staff, and partners. Establish cross-functional teams as needed.
- Foster delegation, empowerment and collaboration for staff in order to encourage staff growth, organizational productivity and superior results.
- Ensure recognitions and celebrations to enhance employee engagement, pride, loyalty, and commitment to team and community (*esprit de corps*). Help staff reach their potential in order to enhance individual and organizational capacity. Provide clear expectations, coaching and feedback to direct reports in order to build on strengths, and foster learning and continuous improvement. Hold staff accountable for decisions, behaviors and actions. Establish employee development and succession plans.

3. Ensure effective and efficient approaches to resource management throughout the department for the purposes of delivering agreed upon results.

- Work to ensure the department delivers agreed-upon results with the appropriate balance of quality, cost and timeliness. Oversee implementation of key projects or initiatives.
- Establish and recommend appropriate allocation of people and resources to ensure successful and efficient service delivery to internal and external customers.

- Establish and recommend appropriate policies, processes, procedures, and systems to help effectively and efficiently handle workload. Establish appropriate organizational structures, and vertical and lateral communication flows. Ensure all are documented clearly.
- Demonstrate strong fiscal management including overseeing budgets, monitoring and managing financial resources, deadlines, and performance measures.
- Manage compliance with all relevant agency, regulatory, legislative and policy requirements, including those related to safety and privacy, confidentiality and record management. Manage risks, assets, and liabilities.
- As delegated by the immediate supervisor, arrange/negotiate contracts, agreements, partnerships and other undertakings with outside organizations, ensuring the parameters of Authority policies are met.

4. Participate in senior agency leadership to ensure the development and success of the overall organization.

- As a member of the Senior Management Team help to clarify and implement the agency's strategic direction, administrative policies and decisions as required.
- Operate as an interface between Senior Management Team and staff in order to foster strong and effective vertical and lateral communications and information flow.
- Ensure intra and inter-departmental communication and collaboration to clarify expectations, resolve misunderstandings, maximize integration, minimize overlaps, leverage economies of scale, improve overall organizational capabilities, and realize efficiencies. Support cross-functional teams as needed.
- Perform other leadership duties, as assigned. This may include acting for this position's immediate supervisor.

Knowledge, Skills, and Abilities:

- Bachelor's degree in a related field or combination of education and experience including advanced formal training or certification in mechanical, electrical, and hydraulic systems or related fields..
- Minimum of 5 years of progressively responsible experience in a public agency or similar environment. Minimum of 3 years supervisory experience required.
- Ability to analyze complex administrative and organizational problems and to present facts and recommendations effectively in oral and written form.
- Ability to plan, direct and supervise the work of employees to obtain efficient results.
- Ability to interact with the public in a tactful and courteous manner and to maintain effective working relationships with other employees.
- Perform without supervision.
- Ability to create reports and maintain accurate records.
- Work on multiple concurrent tasks with frequent interruptions.
- Perform as an effective team player.

Physical Demands:

<u>Physical Demands</u>		<u>Lift/Carry</u>	
- Stand-	Frequently	- Less than 10 lbs-	Occasionally
- Walk-	Frequently	- 10 - 29 lbs-	Occasionally
- Sit-	Occasionally	- 30 - 59 lbs-	Rarely
- Use of Hands/Fingers-	Constantly	- 60 - 100 lbs-	Not Applicable
- Reach-	Occasionally	<u>Push/Pull</u>	
- Climb-	Rarely	- Less than 10 lbs-	Occasionally
- Crawl-	Rarely	- 10 - 29 lbs-	Occasionally
- Squat or Kneel-	Occasionally	- 30 - 59 lbs-	Occasionally
- Bend-	Occasionally	- 60 - 100 lbs-	Not Applicable

Reports to:

Deputy Chief Executive Officer, Operations