



USC University of
Southern California

Vehicle Fleet Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	155117
<i>Job Title:</i>	Vehicle Fleet Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Special Equipment/Material Handling
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Responsible for the planning and coordination of the deployment of department vehicles, managing vehicle maintenance schedules, and analyzing equipment usage. Maintains the database of assigned vehicle fleet and affiliated special equipment, conducts vehicle audits and inspections, and assists with the planning of the vehicle fiscal budget. Responsible for managing or assisting with the purchase of department vehicles and equipment, and managing vehicle equipment service vendor contracts. Responsible for working closely with USC Risk Management on traffic collisions and researching law enforcement fleet options and technology to help meet department needs.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		High school or equivalent		
X		Specialized/technical training		
X		Related undergraduate study		
	X	Associate's degree		

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		3 years		
	X	5 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of vehicle maintenance and dispatch operations within the transportation industry.
X		Knowledge of relevant DMV and DOT policies and procedures.
X		Excellent written and oral communication skills.
X		Proficient in Microsoft Word and Excel.
X		Strong time-management skills.

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
	X	Security Guard License
	X	Valid Driver's License

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Plans, coordinates and administers department vehicle deployment.				
Manages vehicle maintenance per set manufacturer service schedule and according to impromptu service needs. Maintains vehicle maintenance schedules, state inspections and vehicle services database.				
Maintains database of assigned vehicle fleet and affiliated specialized equipment to include mobile radio, First Aid/CPR, Trauma kits, mobile data computer equipment, and prisoner transportation equipment.				
Conducts vehicle audits and inspections to ensure operational readiness and vehicle code compliance. Ensures all department vehicles and equipment are licensed, registered and insured as required by state law.				
Assists with planning of vehicle fiscal budget, review of annual expenses/income and forecast fleet improvement plans.				
Manages or assists in purchases of department vehicles and equipment. Ensures that purchases are licensed, registered and insured as required by state law. Ensures all department vehicle registrations and insurance policies are current.				
Manages internal and external vehicle equipment service vendor contracts and represents the department in negotiations. Ensures procurement of service vendor services and fuel management invoicing.				
Works closely with USC Risk Management on all traffic collisions. Submits driver's license pull requests to the DMV. Monitors department vehicles involved in ongoing investigations.				
Researches law enforcement fleet options, technology and best practices to make implementations based on department needs.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.