



**University of Texas at El Paso
Job Description**

Job Code: 5354
Job Title: Fleet Operations Manager
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared by: Human Resource Services
Creation / Revision Date: October 21, 2010

Summary: Manages the University's vehicle fleet assets including ensuring compliance with State and UT Regent vehicle and driver regulations and procedures. Plans, directs, and controls vehicle scheduling, allocation, dispatching, licensing, and communication functions to affect economical utilization of the University's motor pool.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Plans and coordinates transportation activities in accordance with governmental policies and regulations for the Motor Pool, rental and lease fleets; responds to requests from the State of Texas, Office of the Governor, Statewide Fleet Information Survey, and General Services Commission.

Manages fleet department budgets and ensures all expenditures are within budget; purchases and inventories shop supplies, machinery, and equipment.

Develops and maintains outside vendor and service provider relationships.

Manages the university's motor pool and prepares the preventative maintenance schedule for motor pool vehicles.

Maintains records and manages the University's vehicle fleet including the motor pool vehicles and motor pool budget.

Oversees DOT compliance/reporting as it relates to the fleet; procures state required certificates of title, insurances, and arranges for registrations and state inspections.

Controls vehicle operating costs by monitoring usage and application of each vehicle.

Records expenses and analyzes purchases, repair costs, revenue, and performance records to control expenditures and prepares billing documentation; controls vehicle operating costs by monitoring usage and application of each vehicle.

Tracks all university vehicles equipped with alternate fuels, directs transition of gas powered vehicles to alternate fuels, and maintains updated information concerning alternative fuels.

Processes customer requests, provides quotes, vehicle availability information, and delivers and picks up vehicles; documents and maintains reports on vehicle usage history such as mileage, gas usage, requestor/driver, destination, and purpose of request.

Researches, specks, and processes purchase requisitions for vehicle bids and assures bids meet specifications; recommends vehicle replacements/upgrades; upon purchase, processes vehicle(s) through university inventory system, tagging, stenciling, fire extinguisher, Drivers Alert sticker, etc.

Submits recommendations for development of and compliance with transportation policies, procedures, and programs; implements regulations, policies, programs, and procedures for efficient operation of the University's vehicle fleet including the motor pool.

Maintains records of all permissible university drivers; ie, current driver license, motor vehicle record (MVR) reviews, defensive driving course, etc.

Schedules and offers the Defensive Driving Class quarterly or as needed.



Provides EHS with vehicles equipped with fire extinguishers for compliance purposes.

Interprets and assigns work order specifications to personnel.

Provides Weekly Tailgate Safety Meetings for business management employees.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Associate's degree or equivalent from two year College or technical school within area of assigned responsibility.

Minimum Experience required: One year of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Occasional travel may be required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is frequently required to sit. The employee is occasionally required to stand; walk and climb or balance. The employee must frequently lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, back belt, eye protection, and leather gloves.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.