



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FLEET SPECIALIST II	33	B	7.670
FLEET SPECIALIST I	31	E	7.671

SERIES CONCEPT

Fleet Specialists perform a broad variety of activities unique to agencies with large scale managed fleet operations. Positions in this series facilitate specialized support functions related to department/division fleet operations including vehicle and equipment acquisition, utilization, maintenance, and disposal of light, medium and heavy duty vehicles, equipment and related accessories (e.g. trucks, cars, radios, lights, trailers, tool boxes).

Participate in the research and development of bid specifications for vehicles, equipment, supplies and materials; analyze new vehicle contracts, pricing, specifications and availability; monitor deliverables against contracted purchases; may compose, review and update existing and proposed technical specifications referenced in vehicle leasing or purchasing agreements.

Coordinate the processing of all required Department of Motor Vehicle (DMV) records and required documentation; facilitate registration process, payment, and insurance; maintain electronic and physical records throughout the vehicle's lifecycle.

Research, compile and analyze fleet data to assist in the lifecycle of fleet assets; coordinate and monitor the fleet inventory process.

Act as liaison between management and vendors in the procurement of vehicles and equipment to assure accurate and timely acquisition, deployment, and payment of fleet goods and services; regularly coordinate and communicate with internal and commercial maintenance facilities, purchasing, and fleet end users to assure vehicles and equipment are procured, maintained and repaired consistent with purchase order and/or contracted terms, conditions, warranties, and delivery timeframes; coordinate with various vendors to provide information and resolve problems concerning delivery schedules, vehicle billings and equipment assignments.

Input, update, retrieve, maintain and ensure the integrity of data in either electronic or paper fleet records; plan, coordinate and conduct training related to fleet information system.

Participate in the preparation, monitoring and maintenance of the fleet operations budget; estimate future expenditure levels based on historical data; monitor fiscal transactions to ensure expenditures are in conformance with State and department/division policies, regulations and budgetary limits; assist with the development of comprehensive narrative and financial reports for presentation to management.

Manage fleet fuel card program and processes to include acquisition and distribution of fuel cards; audit fuel transactions; issuance and deactivation of cardholders as fleet operational needs require; monitor and facilitate compliance requirements of the internal fuel centers.

Participate in accident management; facilitate the acquisition of estimates and coordinate collision repairs and estimates; coordinate subrogation of claims in conjunction with State Risk Management and/or private insurance companies and the Attorney General's office.

Perform related duties as assigned.

CLASS CONCEPTS

Fleet Specialist II: Under administrative direction, incumbents perform the full range of duties described in the series concept. Incumbents at this level have a wide degree of latitude in determining specific methods, operations, activities and processes required to accomplish assigned duties and decisions are made independently through the direction of overall program goals and objectives. Incumbents may supervise lower level Fleet Specialist I's or lower level administrative support staff to include performance evaluations, work performance standards, assigning and reviewing work, scheduling, training and discipline. This level is distinguished from the Fleet Specialist I by a broader scope of responsibility; a higher-level of knowledge, skills and abilities required; and by greater consequence of error.

Fleet Specialist I: Incumbents either:

- 1) Under general direction, perform some of the duties described in the series concept on a more limited basis and may supervise lower level administrative support positions and/or student workers. Positions may be permanently allocated at this level, and there is no progression to the next level; **OR**
- 2) Under general supervision, receive training in performing the duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license or evidence of equivalent mobility at the time of appointment and as a condition of continuing employment.
- * Some positions may require a State of Nevada/FBI fingerprint based background check as a condition of appointment and as a condition of continuing employment. This requirement may be at the applicant's expense.

FLEET SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business, public administration or a closely related field and one year of professional experience in fleet management to include acquisition and disposal, utilization, maintenance and repair, and inventory; **OR** graduation from high school or equivalent education and three years of experience to include one year of professional experience performing duties as described above; **OR** one year of experience as a Fleet Specialist I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: business practices applicable to fleet management; vehicle and equipment acquisition and disposition; contract and/or bid specification processes and oversight. **Ability to:** plan and implement short and long range goals; oversee and coordinate internal and external programs; negotiate with vendors regarding delivery date of goods and services; facilitate, implement and coordinate plans/processes for repair, servicing and maintenance of vehicles and equipment; facilitate a team approach in coordinating and motivating a large workforce with varied skill levels and specialties; analyze, interpret and compile financial and statistical data for comprehensive reports; *and all knowledge, skills and abilities required at the lower level.*

FLEET SPECIALIST II
FLEET SPECIALIST I

33 B 7.670
31 E 7.671

Page 3 of 3

MINIMUM QUALIFICATIONS (cont'd)

FLEET SPECIALIST II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: State regulations and requirements related to purchasing, personnel administration, and budget development and maintenance. **Ability to:** make independent decisions without review from a higher authority.

FLEET SERVICE SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business, public administration or a closely related field and one year of paraprofessional experience assisting in fleet management to include acquisition and disposal, utilization, maintenance and repair, and inventory; **OR** graduation from high school or equivalent education and three years of paraprofessional experience equivalent to an Administrative Assistant III performing duties as described above; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: business practices applicable to fleet management; vehicle and equipment acquisition and disposition. **Working knowledge of:** data processing systems and procedures. **Ability to:** establish and maintain effective and cooperative/collaborative working relationships; process, format and generate computer data for reports; communicate effectively both orally and in writing; organize information and resources systematically. **Skill in:** business software including word processing, spreadsheets and database management.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Fleet Specialist II.*)

This classification specification is used for classification, recruitment and examination purposes. It is not considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	5/5/16R	5/5/16R
	5/16/17UC	5/16/17UC