



## JOB INFORMATION

<i>Job Code:</i>	155119
<i>Job Title:</i>	Vehicle Fleet Supervisor
<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

Manages the planning and coordination of department vehicle fleet deployment and maintenance schedules. Works closely with relevant stakeholders regarding traffic collisions and DMV renewals/certificates. Analyzes equipment usage and maintains database of assigned vehicles. Conducts vehicle audits and inspections and manages budget planning. Manages vehicle/equipment purchases and service contracts.

## 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.**

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		Demonstrated transportation industry experience.
X		Knowledge of vehicle maintenance and dispatch operations.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven knowledge of all relevant DMV and DOT policies and procedures.
X		Excellent written and oral communication skills.
X		Proficient with Microsoft Office suite.
X		Excellent time management skills.
	X	Data gathering and analysis skills.
	X	Demonstrated interpersonal, negotiation and problem-solving skills.
	X	Experience in customer service.

## Licenses

Req	Pref	License(s)
X		Valid California driver's license.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Schedules regular maintenance and certifications for assigned program/department fleets (e.g., cars, scooters, forklifts, heavy equipment). Manages leasing program and services and maintains databases/systems. Manages calls for roadside assistance and other breakdowns. Ensures all department vehicles and equipment are licensed, registered and insured as required by state law.				
Oversees and manages vehicle services, replacement, wash and fuel programs for assigned fleets. Manages and maintains fleet documentation (e.g., titles, smog certificates, needed repairs), working closely with relevant stakeholders. Creates and prepares reports as needed/requested. Maintains service schedules per set manufacturer timelines.				
Manages department budgets and financial documentation (e.g., insurance, purchase card management and verification). Prepares quotes and creates sole justifications for vehicle/equipment purchases, and obtains funds for any extra costs. Manages vendor contracts and purchase orders, and ensures procurement of items and services.				
Oversees daily staff operations and tasks. Supervises timekeeping, training, and safety meetings. Reviews annual expenses/income and forecasts needed improvements. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
Yes	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	Yes

**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.