

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2856300

Fleet Manager, M-2 2856300
Director Fleet Management, M-3 2856400

Brief Description of Class Series

Positions in this class plan and oversee statewide fleet programs and initiatives; manage all non-engineering statewide modes of transportation and financing of capital projects; and develop transportation policy and right-of-way management at the Office of General Services (OGS).

Distinguishing Characteristics

Fleet Manager: serves as second-in-command under the Director Fleet Management, leads the day-to-day operations and provides administrative supervision of the Fleet Management Unit.

Director Fleet Management: under the direction of executive staff, directs Fleet Management Unit; functions as the agency's chief risk officer for the Self-Retained Auto Program.

Related Classes

Operations Support Managers plan and implement centralized office administrative services for a large organization and recommend changes in processes and procedures to agency executives in response to legislative mandate changes and operational requirements; supervise operational and administrative unit supervisors for a significant portion of an agency's administrative and operational offices; administratively supervise building management, space planning, lease management, agency health and safety activity, records management, and office service activities under the direction of a high level fiscal, or administrative, executive.

Support Services Managers and Director Support Services plan and direct Food Distribution and Warehousing; Print, Mail, and Freight services; and State and federal surplus property programs within OGS' Support Services Group

Illustrative Duties

Fleet Manager: determines and defines systems of fueling facilities; acts as primary contact to vehicle insurance professionals and traffic safety officials and with the State's automobile claims administrator; represents Fleet at executive and agency partner meetings, forums and boards; oversees the operation and maintenance of the State Fleet Maintenance System; manages the operations of the agencies' utilization of the centralized fleet maintenance services contract; manages the OGS fuel credit card program; and performs the full range of supervisory duties.

Director Fleet Management: consults on and manages capital projects related to the development and improvement of transportation systems and services; consults on and manages transportation policy development; ensures compliance with all State and federal fleet management, alternative fuel regulations; identifies and develops risk-reduction strategies, procedures, steps and controls; manages all fleet department budgets and timelines; and serves as agency representative with executive management and agencies.

Minimum Qualifications

Fleet Manager

Promotion: One year as Operations Support Manager 1, M-1

Open Competitive: nine years of experience* in fleet operations and/or management for a government entity, two of which must include experience in vehicle liability insurance and supervision of staff.

Director Fleet Management

Promotion: One year as Fleet Manager, M-2

Open Competitive: ten years of experience* in fleet operations and/or management for a government entity, three of which must include experience in vehicle liability insurance and supervision of staff.

*Substitutions: An associate's degree may substitute for two years of general experience; a bachelor's degree for four years of general experience; a master's degree or law degree for an additional year of general experience.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not

include all of the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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