Arkansas Game and Fish Commission Employment Job Posting

AGFC Fleet Manager - **AGFC Fleet Manager**
POSITION NO: 22095936

POSTING INFORMATION:

Advertisement Opens: Nov. 22, 2024

Advertisement Closes: Dec. 16, 2024

Full Time: Yes

Salary: $61,443.00 - $86,609.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in master planning, transportation management, business administration, or a related field; plus four years of experience in fleet management, transportation coordination, or a related field, including two years in a supervisory capacity

OR

The formal education equivalent of a high school diploma; plus eight years of experience in commercial driving, transportation program coordination, automotive mechanical and maintenance work, or a related field, including two years in a supervisory capacity. *OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.*

Preferred Education and/or Experience:

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Knowledge, Abilities, and Skills:

- Knowledge of supervisory skills and techniques

- Knowledge of laws and regulations governing automotive compliance and reporting

- Knowledge of vehicle maintenance, repair processes, and life cycle management.

- Ability to organize, plan, direct, and supervise the work of subordinate employees

- Ability to analyze data, plan outcomes, and determine solutions

- Ability to establish and maintain working relationships with others.

- Proficiency in using fleet management software (e.g., GeoTab, Samsara, Fleetio).

- Knowledge of GPS tracking, telematics, and data-driven fleet optimization.

- Strong organization, communication, and leadership skills, with the ability to manage a team.

- Budgeting and financial management skills

Preferred Knowledge, Abilities, and Skills:

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POSTING DETAILS:

Position Location:
City: Little Rock
Office: Little Rock Central Office
Division: Operations

Job Summary:

The Arkansas Game and Fish (AGFC) Fleet Manager is responsible for the management and maintenance of a 700-vehicle fleet. This role is responsible for ensuring the efficiency, safety, and cost-effectiveness of the fleet by utilizing a technology-based fleet management system. The Fleet Manager will coordinate vehicle acquisition, routine maintenance, and compliance with regulatory requirements. Additionally, the Fleet Manager will supervise staff, analyze fleet performance metrics, and implement strategies to optimize fleet operations.

Typical Functions:

- Oversee the daily operations of the state agency's fleet, ensuring all vehicles are operating safely and efficiently.

- Utilize the fleet management system to track vehicle locations, maintenance schedules, fuel consumption, and driver performance.

- Manage the procurement, leasing, and disposal of fleet vehicles according to the agency's needs and policies.

- Schedule and oversee routine maintenance, repairs, and inspections to minimize downtime and prolong the life of the vehicles.

- Ensure the fleet complies with federal, state, and local regulations, including safety and environmental standards.

- Prepares and submits Department of Transportation (DOT) compliance reports, and establishes and maintains internal and external vendor relationships.

- Develop and manage the fleet budget, identifying cost-saving opportunities and monitoring expenditures related to fuel, repairs, and replacements.

Specific Duties and Responsibilities:

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Certificates, Licenses, or Registrations:

- Must possess a valid Arkansas driver's license

- Fleet Management Certification (e.g., NAFA Certified Automotive Fleet Manager (CAFM) or Certified Fleet Specialist (CFS)) is preferred.

Special Job Dimensions:

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Other Specific Information:

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As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.