

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**FLEET OPERATIONS SPECIALIST**

**I. INTRODUCTION**

Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to positions which function as a department's fleet operations and property liability coverage specialist or as the Department of Natural Resources or the Department of Transportation fleet operations specialist. This classification is not intended to identify every duty which may be assigned to the position but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specifications, or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**II. DEFINITION**

**FLEET OPERATIONS SPECIALIST**

Positions allocated to this classification function as either: 1) a department's fleet operations and property liability coverage specialist; or 2) as the Department of Natural Resources or the Department of Transportation fleet operations specialist.

Positions allocated to this classification as a department's fleet operations and property liability coverage specialist manage the department fleet of owned and leased vehicles. Positions interpret DOA policies and procedures; coordinate vehicle purchases and auctions; maintain records and documents; and perform related duties. Positions are also responsible for the department property coverage program for property, buildings, contents, and vehicles a significant amount of time. Positions function as the liaison with DOA Bureau of State Risk Management for all property coverage issues; coordinate premium assessments; investigate property claims; and perform related duties. Positions may also coordinate other department programs, such as the program for van drivers, volunteer drivers, or commercial drivers; manage and coordinate parking stall assignments; and/or manage the surplus property disposal program. Positions would not spend the majority of their time on these duties.

Positions allocated to this classification as the Department of Natural Resources or the Department of Transportation fleet operations specialist provide safe and effective vehicle and heavy equipment for department employees. Positions coordinate fleet functions ensuring the implementation of vehicle use policies; monitor and recommend changes to vehicle and heavy equipment rates; oversee the fleet maintenance and safety programs; provide guidance in the development of bid specification and

documentation for all department fleet vehicles and heavy equipment; evaluate bids and make purchase recommendations; coordinate the department's annual request for vehicles; provide guidance on vehicle locations and/or assignments; and develop criteria on when to trade-out vehicles and heavy equipment. The DNR and DOT positions coordinate the management and operations of the regional mechanic shops; develop, implement and evaluate work plans, budgets, policies and objectives for the department's fleet and regional mechanic shops; represent the department at internal and external meetings; conduct analysis of vehicle usage and life cycle costs; provide data resources to the Fleet Steering Committee, the customers, and DOA; monitor market conditions and conduct comparative analysis to assure effective utilization of the fleet; serve as backup to the Fleet Manager; and the DNR position will serve as the Aeronautics Services Team Operations Coordinator.

### **III. QUALIFICATIONS**

The qualifications required for this position will be determined at the time of recruitment. Such determination will be based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

These positions were previously classified as Fleet Operations Coordinator and Fleet and Property Specialist. These classifications were collapsed together and the Fleet Operations Specialist classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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