

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE:** FLEET TRANSPORTATION MANAGER – JDC23

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**Exempt:** No

**Job Type:** 2306L

**Pay Grade:** L230

**Department:** Office of the Sheriff

**Approved By:** Sheriff Darren Weekly

**Date:** 01-10-23

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**General Duties:** Performs a variety of tasks related to transportation of Office personnel, maintenance of Office vehicles, record-keeping, supervision of technicians, and communication coordination between the various divisions and agencies.

**Supervision Exercised:** Supervises subordinate Fleet Transportation Technician to include training, performance evaluation, and discipline in accordance with Sheriff's Office policies and procedures.

**Supervision Received:** Reports directly to the Support Services Lieutenant and, in their absence, the assigned Captain.

**Examples of Duties and Responsibilities:**

- Supervises and directs the work activities of assigned personnel; monitors, verifies, and evaluates subordinate personnel. Makes work assignments and schedules.
  - May invoke discipline on subordinate personnel for deficient performance. Counsels subordinates and assists in problem-solving.
  - Responsible for scheduling electronic systems troubleshooting, minor repair, and preventative maintenance for all Sheriff's fleet.
  - Responsible for scheduling mechanical systems troubleshooting and minor repair for all Sheriff's fleet.
  - Coordinate with vendors and Radio Technicians to troubleshoot, repair, and track preventative maintenance on radio and light bar systems for the Sheriff's fleet.
  - Schedule fleet vehicles for preventative maintenance.
  - Responsible for record-keeping on the maintenance of fleet vehicles and related equipment using the Fleet Maintenance Operating Program.
  - Use of the computer to input and retrieve updated information related to the Office vehicle maintenance program and to provide satisfactory management reports quarterly and when requested.
  - Ensure that all vehicle required documentation is up to date, properly registered, and insured.
  - Monitor and analyze vehicle-related data to identify trends, anticipate problems, and improve the Office's vehicle fleet management practices.
  - Responsible for quality control on work performed on fleet vehicles.
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- Develop and implement policies and procedures related to the operation, maintenance, and repair of Office vehicles.
- Become familiar with and understand fleet budget line items and descriptions.
- Responsible for correct billing of vehicle maintenance.
- Research and purchase motor vehicle supplies.
- Schedule cleaning of fleet vehicles for special events or at the Sheriff's or his designee's discretion.
- Responsible for communication and information flow among department members and private agencies regarding the status of fleet vehicles.
- Provide input on design and build recommendations for fleet and special assignment Vehicles. Stay up to date on changes in technology, regulations, and best practices related to police vehicle fleet management.

**Education:** High school graduate or GED.

**Experience:** Work history of customer service skills that include organizational and multitasking ability.

**Special Requirements:**

- Possession of a valid Colorado Driver's license.
- Able to pass qualifying exams and background investigation.
- Ability to obtain and maintain a valid CDL.

**Essential Functions:**

Interpersonal Relationships: Work involves frequent contact with Sheriff's Office management staff, vendors, contractors, and all public safety agencies contracted with Douglas County. Develop and maintain relationships with vendors, suppliers, and manufacturers to meet the Sheriff's Office vehicle needs.

Language Skills: Ability to communicate effectively both verbally and in writing with a variety of users and vendors.

Other Skills and Abilities: High levels of organization and scheduling ability. The ability to plan and prioritize the workload. Ability to learn and understand the basic functions of communications/radio test equipment, mechanical and electronics knowledge of motor vehicles, and related equipment such as light bars, mobile data terminals, and new equipment. Additionally, should be able to work independently and make sound decisions based on available data and information.

Computer Skills: Must have basic user-level competency with Windows PC operating systems, including Excel, SharePoint, PowerPoint, and the ability to learn to an advanced level the FASTER operating system in Fleet maintenance. Must have the ability to learn and assist others in learning

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new related computer and tracking systems.

**Physical Demands:** Frequent operation of computer keyboard and electronic test equipment. Ability to walk and/or stand for long periods when moving fleet vehicles and equipment between facilities. Ability to lift, pull, and/or push 50 pounds.

**Testimony:** Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.

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