

(ITEM ) From the Director, Department of Transportation, requesting authorization to abolish one position of Administrative Specialist - Fleet Management (title code 00000097-4, pay range 07P) and create one position of Fleet Services Coordinator (title code TBD, pay range 30M), by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, due to the recent vacancy of the Administrative Specialist - Fleet Management position, the increased workload, and the need for specialized knowledge in fleet operations, the Director of the Department of Transportation (DOT) is requesting to realign staff to better serve the needs of the division; and

WHEREAS, the DOT - Fleet Management Division has requested to abolish 1.0 Full Time Equivalent (FTE) Administrative Specialist - Fleet Management (Title Code 00000097, Pay Range 07P) and create 1.0 FTE Fleet Manager (Pay Range 31M); and

WHEREAS, the position will assist in the management and direction of all areas of Fleet Management and the primary responsibilities of this position include: discussing workloads; spring and winter preparation of equipment; emergency situations regarding the daily repairs and maintenance of fleet equipment; assisting in identifying vehicles for the replacement program along with working with user departments to identify equipment needs; reviewing policies and procedures to ensure proper procedures are followed with regards to the daily purchases made by the stockroom; assisting in the development and management of fleet’s capital and operating budgets; developing and writing specifications for the purchase of new equipment as needed by Fleet Management and all Milwaukee County user departments; and filling in during the absence of the Fleet Director; and

WHEREAS, the Department of Administrative Services - Fiscal Affairs Division recommends approval of the request to abolish 1.0 FTE Administrative Specialist - Fleet Management and create 1.0 FTE Fleet Manager in the Fleet Management Division; now, therefore,

BE IT RESOLVED, that the following position actions are approved for the Milwaukee County Department of Transportation - Fleet Management Division effective November 7, 2013:

<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
<b>Abolish</b>	Administrative Specialist-Fleet	1	07P (\$38,345 - \$49,172)
<b>Create</b>	Fleet Manager	1	31M (\$61,136 - \$72,797)

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