

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: October 4, 2013

To: Marina Dimitrijevic, Chair, County Board of Supervisors

From: Josh Fudge, Fiscal and Budget Administrator, Department of Administrative Services

Subject: Request to create 1.0 FTE Fleet Manager (Pay Range 31M) and abolish 1.0 FTE Administrative Specialist - Fleet (Title Code 00000097, Pay Range 07P) in the Department of Transportation (DOT) - Fleet Management Division effective November 7, 2013.

REQUEST

The Director of the DOT- Fleet Management Division is requesting to create 1.0 FTE Fleet Manager and abolish 1.0 FTE Administrative Specialist- Fleet.

BACKGROUND/ANALYSIS

Prior to the 2010 Budget, 1.0 FTE Fleet Services Coordinator existed within the DOT- Fleet Management Division. However, this position was abolished in the 2010 Adopted Budget and the duties of this position were assigned to the Fleet Director and an Administrative Specialist- Fleet. As a result of the recent vacancy of the Administrative Specialist- Fleet position, increased workload, and the need for specialized knowledge in Fleet operations, the division is requesting to abolish 1.0 FTE Administrative Specialist- Fleet and create 1.0 FTE Fleet Manager.

The Fleet Manager will assist in the management and direction of all areas of fleet management. The primary responsibilities of this position include discussing workloads, spring and winter prep of equipment, and 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 Fleets capital and operating budgets; develop and write 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.

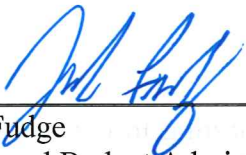
FISCAL NOTE

Approval of these position actions, effective November 7, 2013, will not result in a fiscal impact for 2013 because the position will not be filled until January 2014. In 2014, the fiscal impact is an increase in expenditures of \$21,065.

RECOMMENDATION

To better meet the needs of the department and to assist with the increased workload, the Department of Administrative Services- Fiscal Affairs recommends that the request to abolish 1.0 FTE Administrative Specialist- Fleet and create 1.0 FTE Fleet Manager in the DOT- Fleet Management Division, effective November 7, 2013, be approved.

Prepared by:
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- Pc: Chris Abele, County Executive
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