

Fleet and Logistics Manager
MS-2101-13

INTRODUCTION

This position is located within the Department of Forensic Sciences (DFS). The mission of the DFS is to provide high quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

The incumbent performs duties which require analytical ability, judgment, discretion and knowledge of the organizational objectives, resource expenditures, monitoring processes and techniques, including the organizational structure and interrelationships of Crime Scene Sciences and stakeholders such as Metropolitan Police Department. Effectively manages the agency's resources to include an annual operating budget and exercises managerial direction and operational control of the garage support personnel and physical facilities.

POSITION CONTROLS

The incumbent works under the supervision of the Associate Director for Crime Scene Sciences, who gives assignment in terms of objectives, available resources, and timelines with the employee's input. The incumbent independently plans and carries out the assignment in overseeing and performing the daily operations of the agency's evidence garage and fleet vehicles. The employee informs and updates the supervisor of work progress and asks for guidance on complex forensic related issues that inter mingles with the fleet and facilities management.

Work is evaluated based on meeting the established objectives, compliance, and adherence to the established policies, procedures and protocol, and the effectiveness in achieving the expected results. Recommendations are reviewed in terms of feasibility and availability of resources, and its impact on agency operations, employees' safety and security, and compliance with established laws, regulations and policies.

Guidelines includes DFS policies and procedures, forensic protocols, applicable Federal (i.e., Occupational Safety and Health Administration) District and state laws, rules and regulations including vehicle transportation the

DUTIES AND RESPONSIBILITIES

Oversees and coordinates within DFS and other concerned entities (i.e., Metropolitan Police Department) the forensic examinations and/or the transfer of vehicles related to the crime scene and/or criminal offense/s and ensures that the established policies, guidelines and protocols are observed and complied with including recordkeeping and proper chain of custody.

Oversees the Unit's budget including the planning and procurement of all applicable vehicles, vehicle gadgets, spare parts, and related equipment.

Manages the agency's entire fleet to include developing and implementing a "vehicle record system" (titles, permits, insurance certificates, registrations, maintenance and expense data) to monitor the vehicle history and ensure the timely repairs, maintenance, and inspections. Recommends disposal of salvage equipment as needed.

Provides supervision and guidance to subordinate staff members including contractors. Hires, trains, counsels, discipline, and, as necessary, terminates or recommends termination of staff members. Establishes and reviews work assignments/distribution/performance. Works to develop increased capabilities of employees by providing guidance, counseling, coaching, training, mentoring, training, and opportunities for employee development. Implements performance expectations and rates employees' performance in accordance with established standards, approves/disapproves leave, and investigates concerns/complaints.

Oversees and ensures that all applicable vehicle gadgets (i.e. GPS, radio, etc.) are timely and properly purchased and installed, respectively.

Monitors and ensures the timely repairs and maintenance of DFS garage facilities and equipment to provide a safe environment for all employees.

Assesses and recommends the agency's future fleet requirements and the maintenance and upkeep of the garage including the corresponding budget.

Develops policies, systems and procedures to ensure that the vehicle capacity of the evidence garage is within its optimal limit at any given time.

Develops and/or modifies the existing policies and procedures to ensure that the agency is in compliance of local and Federal transportation regulations for vehicle operations and record keeping.

Oversees the agency's third party service providers contracts and purchase orders, and authorizes the payment of invoice and other related accounts payable to ensure prompt bill payments. .

Designs, develops, and delivers training on garage-related equipment and driver-related training for specific DFS personnel as needed.

Coordinates and monitors the daily check out of fleet vehicles by DFS personnel

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with a relevant bachelor's degree and at least five (5) years of relevant work experience; or an equivalent combination of education and experience.

Professional knowledge of the agency and department's mission, goals, objectives, programs and priorities sufficient to effectively design, develop and operate the agency's evidence garage and vehicle fleet services. .

Professional knowledge of OSHA, Federal, State and Districts laws, regulations and policies as it relates to forensic sciences and management of facilities and vehicle fleet.

Professional knowledge of procedures, work practices, applicable district, federal and state rules and regulations, policies, theories, concepts, principles and techniques of garage and fleet management.

Professional knowledge of training or instructional strategies and methodologies, learning theories and principles as applies to adult training in garage related training needs.

Demonstrated skill in written and oral presentations, and in developing and adapting materials for specific and diverse audiences with various levels of understanding and skills.

Demonstrated ability to lead and supervise staff members.

LICENSURE/CERTIFICATION

None

FLSA Status: Exempt

Standards: U.S. OPM Handbook of Occupational Groups and Families, May 2009, Transportation Specialist Series, GS-2101, General Schedule Supervisory Guide, HRCD-5, April/June 1998; and Administrative Analysis Grade Evaluation Guide, TS-98, August 1990

Certification Date: 02 October 2015

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