

CITY OF MINNEAPOLIS

Director, Fleet Services Division

Position profile

ABOUT THE CITY OF MINNEAPOLIS

The City of Minneapolis is the largest city in Minnesota and nationally recognized as a progressive city with a strong economy and a highly engaged and diverse populace. Minneapolis is well positioned for continued growth and prominence.



Learn about what makes Minneapolis great: www.minneapolis.org/visitor



Our city currently operates with an Executive Mayor-Council form of government. The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms. The Public Works department is one of the 10 charter departments within the City.

OUR WORKFORCE

The employees at the City of Minneapolis faithfully serve the residents, businesses, and visitors of the city every single day. Some jobs are more visible in the community while some are behind the scenes, but each employee at the City plays a role in keeping Minneapolis a vibrant place that tops many lists.

Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than the vast majority of cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.

Our purpose, to serve the residents, businesses, and visitors of Minneapolis, is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.

The employees of the City of Minneapolis are aligned for a singular purpose - to serve our community.



THE DEPARTMENT

The Department of Public Works is responsible for maintaining the City's physical infrastructure and for providing a variety of services to those that live, work and play in the city of Minneapolis. Those activities are coordinated through three business lines: Transportation, Utilities and Business Administration.

The department employs approximately 1,100 full-time personnel and has an annual operating budget of \$390 million for the operation of its nine divisions:

- Administration
- Fleet Services
- Solid Waste and Recycling
- Surface Water and Sewers
- Water Treatment and Distribution
- Traffic and Parking Services
- Transportation Engineering and Design
- Transportation Planning and Programming
- Transportation Maintenance and Repair



MISSION

Mission	Collaborate with users to meet user needs, maintain vehicles, and reduce our carbon footprint.
Values	Fiscally responsible fleet management, projecting a positive image, and respect for our environment.
Goals	An environmentally responsible fleet that meets the City's needs.

THE POSITION

This position reports to the Deputy Director of Business Administration. The Fleet Services Division supports approximately 1,800 units (vehicles and equipment). The division is made up of 75 FTE and has a 2022 operating budget of \$29 million and an \$11 million dollar capital budget.

Priorities for the position include excellent leadership and management skills for the division as well as continued excellence in the management of the city's fleet. This includes championing the city's green fleet policy and our progress on green fleet initiatives. The Fleet Services Division has a wide variety of customers including Police, Fire, Public Works, and many other city departments. Our next leader will bring a customer service focus and help city departments provide high quality services as safely and efficiently as possible.

Additionally, the Director of Fleet Services Division will:

- Develop strategies to accomplish the mission of the City and Department, working cooperatively with other divisions and agencies to meet their

transportation and equipment needs.

- Work closely with city departments to prioritize the annual purchase of new vehicles and new equipment.
- Administer the annual purchase of new vehicles and equipment; prepare specifications, evaluate bids, develop lease and rental agreements and oversee the preparation of vehicles for service intended application.
- Manage preventative maintenance programs and repair activities; manage safety activities, training programs and certifications to reduce accidents, injuries and workers compensation claims.
- Direct, manage, supervise and administer all functions, activities and employees of the Fleet Services Division including repair shops, parts distribution center, fueling operations, hazardous waste disposal, driver/operator dispatching, customer relations, fleet, etc.
- Develop and manage the annual budget.
- Manage the development of new fleet programs, capital construction, new automated data collection systems and compliance programs to allow the division to continue to be competitive and viable now and into the future.



DESIRED CAPABILITIES

The ideal candidate will be a strong leader and understand the value of creating effective work teams, embracing diversity, building employee relationships, and leading by example to drive organizational success. They will believe in the idea of public service and serving the citizens of the City of Minneapolis through excellent customer service and cost-effective service delivery.

The new director will have a strong customer service focus and be skilled at managing the needs of Fleet Services Division customers. They will have outstanding oral and written communication skills, with the ability to effectively articulate a point or opinion, listen to feedback and incorporate other points of view when determining the most beneficial approach. This may include dealing effectively with the public, special interest/advocacy groups, elected officials, and organized labor groups.

The ability to balance strategic thinking and direction with the day-to-day management of the division is critical. The new director will be encouraged to set a vision and build the support to lead the division.

Desired leadership characteristics include:

- Creating a culture that instills high performance and accountability.
- Outstanding and demonstrated experience leading race equity efforts.
- A high degree of integrity and strong work ethic.
- Collaborating with other government agencies, neighborhood groups, policy makers, and City staff and leadership to achieve goals of the City.

- Proven executive decision-making capability and decisiveness.

In addition, the City has adopted the following competencies for all leadership positions:

- **Focus on results:** takes initiative, drives for results, and establishes stretch goals;
- **Personal capability:** demonstrates technical/professional expertise, solves problems and analyzes issues, innovates, and practices self-development;
- **Character:** displays high integrity and honesty;
- **Leading change:** develops strategic perspective, champions change, and connects the group to the outside world;
- **Interpersonal skills:** communicates powerfully and prolifically, builds relationships, develops others, inspires and motivates others to high performance, and collaborates and fosters teamwork;
- **Cultural agility:** demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identity and sees the value of other points of view; and
- **Strives to create a racially equitable work environment:** develops policies, practices, and makes strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race. Through consistent behaviors and actions, fosters an equitable work environment. Creates fair and just opportunities and outcomes for all people.



EDUCATION AND EXPERIENCE

Bachelor's Degree or equivalent along with ten years of public works experience with emphasis on materials handling and equipment operations or a combination of education and experience that provides equivalent knowledge, skills and abilities.

COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$125,959-\$149,315, depending on experience. Benefits include health and dental insurance, flexible spending accounts, disability insurance, employee assistance program, vacation, sick leave, paid parental leave, pension plans and deferred compensation retirement savings.

TO APPLY

The position will remain open until filled. Priority will be given to those who submit a resume and cover letter by July 10, 2022. To apply and submit your resume for this opportunity, go to the [City of Minneapolis career page](#). The City of Minneapolis is an Equal Opportunity Employer.