

## **University of Connecticut Transportation and Fleet Manager**

UConn Logistics Administration is seeking an energetic transportation and fleet professional with the experience and ability needed to lead the University's programs in a dynamic, fast paced environment. Logistics Administration provides expert, comprehensive, and integrated management of the University's many logistical needs through the work of Campus Sign Services, Central Stores, Document Production Center, Mail Services, Motor Pool, Parking Services, and Transportation Services.

Under the general direction of the Director of Logistics Administration, the Transportation and Fleet Manager serves as the administrative official responsible for providing day-to-day oversight of transportation and motor pool services and operations, including the development of operational policies, procedures, plans and services to effectively manage and meet the University's transportation and fleet needs. The Manager will need to have a campus-wide focus on Transportation Demand Management (TDM) as it relates to both high and low occupancy vehicles and to work in close collaboration with the University Parking Manager and Transportation Planner.

### **Duties and Responsibilities**

- Contract Management - Oversees contracts related to the operations of Transportation and Fleet services.
- Transportation Operations
  - Oversees the University's Transit operations. Ensures consistent, courteous, on time performance on a daily basis. Addresses customer complaints as they arise. Works with Transportation Planner to assess transit service needs. Reviews transit routes, service hours, and statistical tracking on a regular basis.
  - Oversees the University's On Demand services including: Accessible Vans, Husky Safe Rides, and various passenger/courier services, including UConn Health/Storrs Shuttle, Hartford Train Station, Bradley Airport, and New London Ferry shuttles. Ensures reliable, courteous, on time performance on a daily basis.
  - Responsible for hiring, training, supervising, and evaluating all transit staff including 13 Temporary CDL Drivers and approximately 150 CDL and Non-CDL Student Drivers. Determines work assignments and work schedules to most effectively meet the department's needs, and has principal responsibility for resolving personnel problems. Responsible for driver compliance with state and federal regulations, as well as employee safety training.
  - Responsible for Transportation's emergency preparedness as it relates to evacuation and sheltering for the University community. Serve as the primary contact for the University's emergency operations center (EOC).
- Fleet Operations
  - Responsible for hiring, training, supervising, and evaluating all fleet staff. Determines work assignments and work schedules to most effectively meet the department's needs, and has principal responsibility for resolving personnel problems. Responsible for compliance with state and federal regulations, as well as employee safety training.

- Oversees the Motor Pool vehicle lease program. Educates eligible departments about program benefits, assess their vehicle needs, and assist them in adopting the program. Forecasts fleet replacement schedule on an annual basis.
- Serves as point of contact for all new University vehicle acquisitions. Works closely with University Purchasing, and contracted dealerships, to acquire vehicles that best meet department needs.
- Oversees vehicle disposal. Determines best method for vehicle disposal, yielding highest resale/trade value to the University.
- Facilitates fleet reduction and right sizing. Closely monitors vehicle utilization, and makes recommendations for fleet reductions whenever possible.
- Responsible for an Alternative Fueled Vehicles (AFV) Program and Fleet Sustainability. Responsible for compliance with state and federal emissions standards. Completes U.S. Department of Energy fleet reporting on an annual basis. Promotes the use of AFVs whenever possible. Works to implement AFVs as the preferred vehicle for the University's light duty fleet.
- Promotes expansion and use of the EV charging network at both the Storrs and Regional campuses. Responsible for installation, and seeking alternative funding sources for EV chargers.
- Keeps the University's Fleet abreast of emerging vehicle technologies. Subscribes to trade publications, attends seminars, and participates in conferences promoting the use of new vehicle technology.
- Maintains State of Connecticut interagency and department relationships related to UConn transportation and fleet operations.
  - Works closely with DMV commissioner on all issues related to vehicle registrations, vehicle titles, driving histories, and driver endorsements. Ensures compliance with commercial vehicle inspections, and safety regulations.
  - Collaborates with DAS Fleet on vehicle software, statistical tracking, and best fleet management practices.
  - Works with DOT transit managers on state transit bus contracts including purchase and repairs.
- Prepares grant applications that will assist in achieving the goals of transportation and fleet's vehicle programs. Seeks funding that may aid in the implementation of new vehicle programs. Prepares white paper studies and reports related to Transportation and Fleet's grant funding on a regular basis.
- Establishes internal operating procedures for the effective and efficient operation of University Transportation and Fleet services and makes improvements as needed.
- Assures appropriate systems and processes are in place for the efficient operation of transportation and fleet services.
- Ensures compliance with all Federal and State Motor Vehicle Regulations.
- Represents Director of Logistics Administration to all levels of University officials, outside agencies, and others.
- Responsible for administrative reports, records and correspondences that may be complex or sensitive. Responsible for the maintenance of all department files.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; participating in professional societies.
- Performs related duties as required.

### **Minimum Qualifications**

- Bachelor's degree or equivalent formal training and experience.
- At least five (5) years of experience in a discipline related to the management of transportation services, fleet maintenance and/or oversight of the operational business functions of related discipline.
- Demonstrated supervisory and managerial ability.
- Knowledge of transit systems and motor vehicle acquisition, disposal, maintenance and repair.
- Demonstrated ability to work with state and federal agencies.
- Demonstrated ability to identify and resolve problems efficiently, effectively and independently.
- Excellent verbal and written communication and interpersonal skills.

### **Preferred Qualifications**

- Experience working in a complex, large environment such as a University, small city or similar environment.
- Demonstrated experience in the use of Microsoft Office, computerized fleet management systems and related software.
- Demonstrated ability to organize and manage multiple priorities using effective problem solving/resolution skills and a team focus.
- Working knowledge of State of Connecticut laws, codes, rules and regulations.

This is a full-time, 12-month position with a full range of health/retirement benefits.

Qualified applicants should submit a cover letter, resume, and the names and contact information for three professional references via Husky Hire at [www.jobs.uconn.edu](http://www.jobs.uconn.edu) (staff positions). Please reference Search# 2016553 when applying. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. Application deadline is May 4, 2016.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.