

CITY OF SOMERVILLE
MAYOR'S ADMINISTRATIVE ORDER NO. 2016-____

ESTABLISHING A FLEET DIVISION
WITHIN THE DEPARTMENT OF PUBLIC WORKS

In Board of Aldermen _____

Established.

There shall be a fleet management division within the department of public works under the supervision of a superintendent of fleet management.

General Authorities and Responsibilities.

The fleet management division is responsible for the maintenance and repair of City vehicles and equipment. The division coordinates the repair and maintenance and required inspections of vehicles and equipment for city departments including Police, Fire, DPW, Traffic and Parking, Recreation, COA and all other departments. The division is responsible for asset management, budgeting and reporting, vehicle and equipment replacement, scheduling and forecasting. The division is responsible for effective fuel system management, fuel purchasing, consumables tracking and reporting. The fleet management division coordinates with the finance department and the office of sustainability and environment to assist in the procurement of vehicles and equipment with customer involvement to provide the most effective equipment for operations.

Approved:

President
Board of Aldermen