FLEET SERVICES COORDINATOR

DEFINITION
Under general supervision prepares and manages reports and documents related to Fleet Services program.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Consults with Superintendent to formulate and develop recommendations to write productivity evaluations, and project status reports.
- Organize, and implement the scheduling and operation of all city owned vehicles and apply an effective reporting system to assure that services are provided properly and in timely fashion.
- Provide technical guidance for Fleet Division computer programs and applications to assure compliance with division’s goals and policies;
- Use reporting and other methods to monitor all activity to ensure compliance with city policies and procedures, including issues related to safety and vehicle management and control;
- Compiles data/information, reviews and finalizes staff reports, agreements, resolutions, correspondence and memorandums for fleet division;
- Conducts and responds to surveys with local agencies on Fleet maintenance issues.
- Enforces department/division policies for vehicle/equipment including a maintenance schedule to assist in budgeting for the cost of repairs and replacement.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations, research, budget and grant management principles and techniques
- Skilled in preparing business reports, letters, plans, agreements and memorandums; in working with conflicting deadlines to complete projects; and in establishing and maintaining productive working relationships
- Ability to effectively communicate verbally and in writing, maintain appropriate documents and other information to support division activities and workflow.
- Proficient in the use of computer hardware equipment and fleet management software/applications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Associates Degree in AND three years experience performing research, complex analysis, or administrative support to a Fleet Operations OR any combination of education and increasingly responsible work experience in Fleet Services that demonstrates knowledge, skills and other characteristics necessary to perform essential job duties.