FLEET COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Fleet Coordinator position exists is to perform a wide range of coordination and administrative assignments in the Fleet Management Division of the Municipal Services Department. This classification does not supervise. This position receives general supervision from the Fleet Management Director.

ESSENTIAL FUNCTIONS

Coordinates the activities between all three shifts working within Fleet Management including monitoring and administering the Fleet Computer System, Fueling Facilities and budgeting process.

Acts as data base administrator for the ATRAC & TRAK Systems. Generates reports to other departments using ATRAC computer system and maintains database. Tracks fuel usage from TRAK Fuel system and integrates information into other fleet reports.

Analyzes vehicle operational and maintenance data. Tracks vehicle inventory and status.

Prepares rental rates for new fiscal year.

Researches vehicle performance using alternate fuels. Reports the diesel, unleaded and CNG fuel usage to Accounting. Researches technologies to improve fleet operation.

Monitors contracts and renews as necessary. Writes Council Action reports.

Assists in preparing the Fleet Management budget and the five-year plan.

Monitors work management statistics and produces reports. Prepares monthly MIS.

Provides support on special projects.

Assumes ownership of a variety of key projects dealing with citizens and employees.
Operates a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement.
Complete special projects as assigned.

Attendance and punctuality are essential functions to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

<u>Knowledge of:</u>

Budgets, and legal agreements.

Ordinances, practices, procedures, and terminology of governmental operations.

Ability to:

Moves objects weighing between 20-50 pounds short distances. Stands for intermittent periods of time.
Understand city budget and financial processes, and be able to read and interpret the City Code.
Listens and communicates effectively with a diverse group of people. Communicates orally and interacts with ADOT, OSHA, government agencies, and City employees and encourages commitment to quality in everyday work.
Prepares and delivers detailed oral and written reports to both technical and non-technical audiences.
Operate a variety of standard office equipment requiring repetitive arm-hand movements.
Enter and retrieve data or information into/from a terminal, PC or other keyboard device.
Prepare and present oral and written reports.
Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.
Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.
Work independently with minimal supervision.

Education & Experience:

Any combination of training, education and experience equivalent to two years of recent experience in Fleet administrative and operational functions. Must have some background in municipal/governmental work administration. Related coursework in business, computer usage, and Fleet/Equipment-related coursework are also required.

Valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

FLSA STATUS: Exempt **HR Ordinance Status:** Unclassified