

FLEET SERVICES COORDINATOR

DEFINITION

Under direction, the Fleet Services Coordinator coordinates the purchase, requisition, and/or acquisition of parts, materials, supplies, tools, and equipment for the fleet repair shop and stores a considerable variety of supply items and specialized equipment with use of a maintenance computer program. Incumbents in this position must work closely with the department to establish vendor listings, purchase orders, and insurance requirements of vendors; and performs other related work as required.

DISTINGUISHING FEATURES

Positions in this class are responsible for supervising the shipment, receipt, issuance, storage and security of inventory in the fleet repair shop and stores. The incumbent is responsible for performing challenging clerical and manual tasks in the receipt, storage, maintenance and issuance of supplies, materials and equipment and will interpret and administer departmental procedure, direct others, and perform work relating to the operation of the fleet repair shop. The incumbent may assign work and provide guidance to employees in lower classifications, and review completed work for conformance with City standards.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Coordinates and maintains inventory of parts, materials, supplies and equipment making necessary stock level adjustments, arranges for the disposal of obsolete or surplus inventories; establishing reorder points, ensuring inventory movements are entered into the computer.
2. Determines parts and supply requirements for equipment based on descriptions, catalogs, manuals, charts and specifications; issues substitute parts on the basis of knowledge of interchangeability of parts.
3. Ensures the safety, orderliness, and security of storeroom inventories, facilities and equipment and that all materials are stored in compliance with Occupational Safety and Health Administration (OSHA) standards.
4. Receives and inspects deliveries for quantity, conformance to purchase order specifications, and coordinates vendor deliveries for freight damages or shortages.
5. Prepares a variety of materials from written or oral instructions or recording equipment including correspondence, reports, charts, spreadsheets and statistical data that may be complex, and/or sensitive; initiates and/or composes correspondence and other documents.
6. Establishes and maintains files and recordkeeping systems, especially auto parts inventories and orders parts and supplies as needed; maintains manuals and updates resource materials; copies, collates and distributes information; opens, sorts and distributes mail.
7. Works with vendors and the Department to prepare requisitions for parts, materials, tools, supplies, equipment and other stores items, to ensure accurate specifications, proper documentation, timely delivery and vendor identification; obtains data and information from local vendors and service providers to establish a list of local vendors for annual purchase orders, standing orders, and for pricing and sourcing to determine the most economical purchase of parts, supplies and services.
8. Provides information, routes inquiries, resolves complaints and interprets and explains policies.
9. Coordinates office activities, workflow, and operating procedures; acts as liaison with other departments/divisions and/or other agencies and groups; coordinates project or program activities as assigned.
10. Performs department/division accounting functions including payroll, accounts payable, accounts receivable and

cash receipts record maintenance and compiles and prepares related reports; performs arithmetic calculations; may prepare cost estimates. May assist in departmental budget preparation and budget administration.

Other Duties

11. Performs other related duties as assigned.

WORKING CONDITIONS

- Work is performed in both an office and auto repair garage environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Exposure to dust, pollen, fumes, and noise.
- Exposure to hazardous substances including gasoline, diesel, oil, and other automotive chemicals.
- Frequent public and customer interaction, which may include interacting with upset staff and the public in interpreting and enforcing departmental policies and procedures.
- Occasional short-term exposure to loud sounds and noises, including mechanical sounds generated during vehicle maintenance and repair.
- Travel by City vehicle within and outside City limits to various work sites, locations, and meetings to conduct work.

PHYSICAL DEMANDS

- Operate a computer keyboard and office equipment.
- Vision abilities or ability to interpret, read, and maintain various documents, such as files and reports, in electronic and non-electronic formats.
- Standing, walking, bending, stooping, reaching, and lifting in a warehouse or shop environment.
- Reach with hands and arms; repetitive movements of hands or wrist; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Hearing and speaking to present and exchange information and communicate in person and by telephone with stakeholders and relevant departments and partners.
- Lifting, carrying, pushing, and pulling tools, equipment, and materials typically weighing up to 50 pounds; heavier lifting may be required with assistance.
- Lifting equipment and materials typically weighing up to 15 pounds overhead.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: High School Diploma, GED, or equivalent. ~~Graduation from high school or possession of a GED~~

Experience: Two years' experience in the automotive parts field. ASE Parts Certification; experience working in a Fleet Services shop and experience maintaining auto parts inventory is desired ~~but not required.~~

Knowledge

Knowledge of equipment, parts, tools, materials, and supplies used by the City in automotive/equipment repair; standard vehicle and equipment repair and maintenance procedures and terminology. Methods of taking inventory and receiving, storing and issuing parts, materials, and supplies; systems for tracking parts, materials and supplies. Standard and specialized purchasing systems and practices; computerized purchasing, inventory and storekeeping systems. Safety methods and procedures in the loading, unloading, moving and storage of materials. Principles of supervision and training.

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AA: Human Resources Department

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Stores, vendors and other sources of parts, supplies, materials and units of weights and measures; Proper English usage, spelling, grammar, punctuation and demonstrated proficiency in record maintenance; personal computer operating systems and software applications; research and statistical report compilation and analysis techniques.

Ability

Ability to supervise, train, and educate staff, vendors, suppliers, and others in maintenance and issuance of supplies, materials and equipment; effectively operate a variety of modern office equipment including computers, word and data processing equipment and related software; prepare complex records and reports; safely operate materials handling equipment, such as light duty vehicles, forklifts or related equipment; make minor repairs to equipment using common hand tools; perform arithmetic calculations; handle multiple priorities effectively and organize workload to complete work assignments; communicate clearly and effectively, both orally and in writing; work effectively under pressure and with frequent interruptions; use initiative and exercise independent judgment; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships; bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties; lift 50 pounds of static weight.

Other Requirements

~~Possession of a valid Automotive Service Excellence (A.S.E.) Parts Specialist certificate or Medium Heavy Truck certificate is required prior to the completion of the probationary period and for the duration of employment.~~

~~Maintenance of the required certificates is a condition of continued eligibility to hold status in this position.~~

~~Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment. Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~