



City of Tempe

FLEET EQUIPMENT COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	231	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$25.944231
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$35.025000
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Parts Specialist
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Skilled Craft

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Fleet Manager or from other supervisory or management staff.
 May exercise technical and functional direction over other fleet staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four years of experience in automotive and equipment repair and maintenance industry, including experience with a wide variety of gasoline and diesel-powered engines and multiple vehicle and equipment platforms. Two (2) years' experience with a Fleet Maintenance Information Software system (FMIS) or similar workflow program. Two (2) years customer service experience in an automotive environment is preferred.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by course work in automobile and equipment mechanics.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession and maintenance of (or ability to obtain within six months of hire), a valid Arizona Class A Commercial Driver's License (CDL); ● Possession and maintenance of (or ability to obtain within six months of hire), an Arizona Department of Environmental Quality Fleet Agent License.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, administer, organize, coordinate and evaluate a variety of programs and provide contract oversight related to the equipment and vehicles managed by the Fleet Services Section.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times;
- Determine the cost effectiveness of off-site vehicle and equipment repairs; initiate contracted services repairs and off-site transport; authorize payment for services; and monitor the contracted service budget;
- Work with procurement staff to establish contracts for vendor services managed by the Fleet Services Section; maintain and oversee vendor services contracts;
- Develop, write, update and verify new or existing vehicle, equipment, and vendor bid specifications; research cost effective products and services;
- Responsible for the recovery of manufacturer and contracted services warranty claims; establish and maintain the warranty recovery procedures and documentation to optimize recovery, organizational efficiency and reduce vehicle down time;
- Receive vehicles and equipment in need of service and/or repair; translate customer requests to descriptive technical automotive terminology on work orders; ensure work order notes and jobs are complete with all supporting documentation and details;
- During equipment drop-off for service by customers, evaluate and analyze customer needs and provide exceptional customer service; Interview customers and perform a visual inspection of every vehicle to verify customer service/repair requests and indicate needed maintenance unknown to customer;
- Visually inspect and diagnose basic mechanical trouble; read and interpret service and repair manuals, diagrams, and charts;
- Provide routine customer updates and status of job and/or projected completion; research customer inquiries and discrepancies; respond to questions from customers;
- Oversee vehicle accident repairs; establish responsible party and determine method of repair; interact with appropriate personnel in the department, Risk Management Section and insurance carrier to resolve accident damage;
- Oversee and maintain the Fleet Preventative Maintenance (PM) Compliance Program; analyze asset utilization and previous PM services for entire fleet; Schedule vehicle/equipment repairs and PM services according to established procedures, guidelines and intervals;
- Administration over the city's motor pool vehicle program and assets at various parking locations; analyze utilization and effectiveness; process returned motor pool vehicles, and ensure motor pool vehicle condition and readiness;

- Assure the completion of manufacturer safety recalls and repair bulletins; communicate to Fleet staff method of repairs and scheduling; determine the effectiveness of component testing and establish agreements with manufacturers and suppliers;
- Assist the Fleet Analyst as a technical expert in the development of vehicle purchasing contracts and bids; participate in the development of new or existing vehicle specifications; and recommend cost effective and operational strategies related to new vehicle purchases;
- Responsible for receiving all vehicles into the fleet; inspect all vehicles for specification compliance; resolve non-compliance issues with the supplier; and authorize payment for vehicles received;
- Create vehicle record in Tempe's fleet management information system; establish maintenance criteria; and initiate and finalize the in-service process;
- Responsible for vehicle out of service process and disposal including recommendations for the retirement of fleet vehicles and equipment and initiate, facilitate and finalize the out of service process related to the shop workflow and M5;
- Responsible for coordination of the monthly sale of vehicles and accounting for expenses and funds received;
- Fleet Agent for Tempe; responsible for the compliance with the Arizona Department of Environmental Quality Vehicle Emission Program; establish testing schedules and processes to ensure compliance of vehicles and employee inspector license renewals;
- Prepare various detailed status reports of workflow and assets for Fleet Supervisors and/or management staff; Prepare basic informational reports of time and activity logs for customers using a variety of software programs;
- Act as section liaison by establishing and maintaining effective working relationships with: co-workers, supervisors, vendors, customers, peer organizations and the general public;
- Oversee the inventory, fuel site ordering, maintenance and regulatory compliance process related to City owned and off-site fueling facilities;
- Operate a personal computer and related software; demonstrate a high level of proficiency to prepare work orders, documents, spreadsheets, email and reports; communicate professionally, both orally and in writing with the public, vendors and other employees;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift and carry heavy objects weighing up to 50 lbs.;
- Move heavy objects with forklift, hand truck, or pallet jack;
- Operate City vehicles, such as trucks, vans, sedans, etc.;
- Use tools (i.e. hammers, wrenches, shovels, saws, etc.) as related to work needs;
- Climb stairways, ladders, operate freight elevator and work on elevated structures;
- Traverse uneven surfaces;
- Traverse considerable walking distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;

- Operate a variety of standard office equipment including: computer, telephone, two-way radio, calculator, copy and fax machine requiring continuous and repetitive arm, hand, and eye movement;
- Extensive reading and close vision work;
- May work alone for extended periods of time;
- Exposure to dust, grease, noise, inclement weather, temperature extremes, and unpleasant odors, rodents and insects;
- Sufficient personal mobility and physical reflexes to work in warehouse, outdoor storage, and mechanic garage facilities;
- Climb on and off of vehicles and equipment of various types and sizes;
- Reach overhead, and bend or stoop on a regular basis;
- Sufficient visual and manual dexterity to perform precise measurements;
- Move, detach, carry, lift, organize inventory, parts removal and replacement in inventory etc.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Reactivated 2003

September 2007 (added fleet software exp. preferred, cleaned up supervision language, removed special requirement of hand tools)

Re-active November 2013 (change job title; update duties; revise mq's)

Revised October 2017 (update job duties, work experience, and physical requirements)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)