

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB423 Fleet Services Vehicle & Equipment Coordinator
POSITION #/TITLE: 2483 Fleet Services Vehicle & Equipment Coordinator	Adopted: 10-07 Revised: 08-15

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Fleet Services	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2438/NB367/Fleet Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Face, Hand, Head, Foot	

General Statement of Duties

Administers and coordinates the centralized operations and activities of the Fleet Services Division; Performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Coordinates vehicle and equipment safety and manufacturer recalls;
 Assists with equipment modifications and reviews specifications for City equipment;
 Performs research on new equipment and makes recommendations to Fleet Services Manager;
 Attends equipment specifications committee meetings;
 Plans, organizes, and oversees area of fleet parts operation;
 Monitors suppliers compliance with service contracts for parts, repairs and specifications associated with Fleet Services purchases;
 Reviews and conducts analysis of parts procurement to ensure cost management strategies are effective;
 Interprets and applies division or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
 Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
 Maintains all appropriate records on fleet maintenance activities, including all necessary State and Federal reporting requirements;
 Coordinates warranty recovery for fleet equipment and parts;
 Maintains shop tool inventory and makes recommendations for replacements;
 Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested, including maintaining maintenance database system, vendor network contracts, insurance certificates, and associations;

Prepares reports and analytical data in support of Fleet Services performance measurements;
Attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of municipal fleet policies and procedures;
Knowledge of the organization and operation of the Fleet Services division;
Thorough knowledge of parts inventory and purchasing practices involving fleet vehicle maintenance;
Good knowledge of departmental programs, policies and operations as applied to the work performed;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to comprehend, use and interpret maintenance service manuals involved in fleet maintenance activities;
Ability to prepare accurate and reliable reports containing findings and recommendations on maintenance operations;
Ability to understand and follow complex oral and written instructions;
Ability to maintain clerical records of some complexity and to prepare reports on vehicle and equipment utilization;
Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in business management or related field; and
Considerable experience in a fleets services environment; and
Considerable experience in the performance fleet maintenance and management activities;
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment;
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.