Fleet Maintenance Coordinator

Job Id:
17-069

Start Date:
Friday, November 17, 2017

Department:
Public Works Department

Salary:
$2,039.50 - $2,583/month

Status:
Open

Featured:

Job Description:

EMPLOYMENT STATUS: Regular, Part-Time

SALARY RANGE: $2,039.50 –$ 2,583.00/month

OPENS: November 17, 2017

CLOSES: When Filled

*NOTE: This is a regular, part-time position, at 20 hours per week with pro-rated benefits available.

BASIC FUNCTION:

Under the direction of the Public Works Director, coordinate general fleet maintenance, manage the fleet maintenance contract, inspect vehicle and equipment condition; perform preventive maintenance and minor repair of City vehicles.
ESSENTIAL JOB FUNCTIONS:

- Conduct periodic inspections of City vehicles and mobile equipment inspect vehicle and equipment condition, wearable parts, and fluid levels.
- Determine preliminary diagnosis of vehicle condition (tire tread, fluid levels, etc.).
- Perform minor in field repairs; replace worn parts; top off fluid levels as needed; touch up paint and remove and install City logo’s and decals on City equipment.
- Review and update fleet maintenance records software.
- Prepare and coordinate fleet equipment for surplus and action per City guidelines.
- Coordinate and schedule necessary services for vehicles and equipment; transport of vehicles and equipment for repair; follow up with vendors to ensure proper repair work is being done at the best interest of the City; oversee the fleet maintenance contract and authorize receiving maintenance repair invoices for fleet fund; coordinate emission controls and vehicle registration.
- Assist departments with specifications for new vehicles and/or equipment; approve all purchases.
- Be notified of all accidents and/or failures; take appropriate and effective course of action.
- Perform other related duties as assigned.

KNOWLEDGE OF:

- Organization, functions and activities of City departments and positions.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Federal, state and local laws, rules and regulations related to assigned activities.
- City policies and procedures.
- Modern office procedures and practices.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer terminal.
- Technical record-keeping techniques and requirements.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform a variety of fleet maintenance duties involving inspections, diagnosis, minor repairs.
- Provide information and assistance to others concerning fleet maintenance programs and policies.
- Read, interpret, apply, and explain rules, regulations, policies and procedures.
- Plan and organize work.
- Analyze fleet maintenance situations accurately and adopt an effective course of action.
- Establish and maintain accurate and accessible records.
- Attend to detail in the preparation of records.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively, both verbally and in writing.
- Work as a member of a service oriented team.
• Work independently with little direction.
• Maintain confidentiality of records and information as appropriate.
• Operate personal computer including spreadsheet, word processing and graphics software.
• Physical ability to perform the essential job functions.
• Demonstrated ability to positively and effectively interact with diverse individuals to accomplish a common goal.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent. Knowledge of and experience in basic mechanical maintenance and repair on vehicles and equipment; knowledge of and experience in vehicle and equipment purchasing.

LICENSES AND OTHER REQUIREMENTS:

• Valid Washington State driver’s license.
• Satisfactory driving record.

TO APPLY: Please complete a required City of Federal Way application form and attach resume and cover letter. Applications available at City Hall, 33325 8th Avenue South, Federal Way, online at www.cityoffederalway.com, or by calling 253-835-2530.

The City of Federal way is an equal opportunity employer committed to a diverse workplace. Applicants may request a copy of the City’s EEOP Utilization Report by contacting Human Resources at 253-835-2531. Any person requiring ADA accommodation should advise the City of the need. For telecommunications relay service for voice and text telephones call 7-1-1 or 1-800-833-6388/TTY or 1-800-833-6384/voice.

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