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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

and equipment. **This position requires being on call 24/7 for emergencies and inclement weather.**

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 [1], 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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