

FLEET ASSISTANT

SUMMARY/PURPOSE:

This classification tracks and maintains vehicles and equipment from acquisition to disposition and assures that City vehicles and equipment are fully functional and available for use in the best possible condition when required by City employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):

1. Maintain thorough records of vehicles and equipment acquired for use by the City.
2. Monitor manufacturer recall and campaign programs and technical bulletins and ensure vehicles and equipment are maintained accordingly.
3. Maintain warranty and repair records for all vehicles and equipment assigned. Pursue claims for warranty repair as necessary.
4. Monitor operating costs and locations for vehicles and equipment assigned.
5. License all over-the-road vehicles in accordance with applicable requirements.
6. Assist in recovering repair or replacement expenses for damaged vehicles and equipment.
7. Provide information relevant to and assist in vehicle and equipment acquisition and disposition.
8. Inspect vehicles and equipment received for conformance with specifications.
9. Manage the City-wide fuel system and produce reports from the GPS tracking system as requested.
10. Assist with parts receipt, disbursement, and inventory as required.
11. Assign, coordinate, and monitor work of assigned staff.
12. Drive vehicles to pick up and deliver other personnel, vehicles, equipment, parts, supplies, or other items as necessary.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Education & Experience Requirements

1. Four years of experience in asset maintenance and management, including inventory processing and control.
2. Experience in automotive service and/or fleet operations preferred.

License Requirements

1. A driver's license valid in Minnesota

Knowledge Requirements

1. Knowledge and experience with manufacturers' warranty programs, claims processes, and payments.
2. Knowledge of manufacturers' technical bulletins, factory recalls, and campaigns.
3. Knowledge of vehicle licensing requirements.
4. Knowledge of asset acquisition and disposition procedures.
5. General knowledge of vehicle and equipment maintenance and operation.

Skill Requirements

1. Skill in oral and written communication.
2. Skill in prioritizing and multitasking.
3. Skill in completing forms and providing reports and other information requested.
4. Skill in simple data analysis, data reporting, and problem solving.
5. Skill in using computers and related application software.

Ability Requirements

1. Ability to understand and carry out oral and written communications and instructions.
2. Ability to establish and maintain effective working relationships with coworkers, supervisors, peers, and the general public.
3. Ability to understand information provided in service manuals in written and/or diagrammatic form.
4. Ability to communicate effectively to provide information and to schedule activities such as maintenance operations.

Physical Ability Requirements

1. Ability to occasionally work outdoors in a variety of weather conditions.
2. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes.
3. Ability to constantly sit and occasionally push, pull, stoop, kneel, crouch, and reach.
4. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 50 pounds.
5. Ability to attend work on a regular basis.

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