

FLEET MANAGEMENT TECHNICIAN

DEFINITION

To perform a variety of technical and administrative duties to support the development of vehicle, equipment, parts and/or service specifications; to update vehicle information systems; and to provide support in fleet equipment acquisition, utilization and disposal.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop vehicle, equipment and parts specifications; maintain vehicle and equipment specification library

Write RFQs (Requests For Quotes); assist purchasing staff in preparing council communications and processing bids.

Coordinate fleet related acquisition and contract administration; inspect new equipment for compliance with specifications; follow-up with vendor as required.

Participate in the updating of the computerized vehicle information system; monitor and analyze printouts; submit new input data, corrections, additions, and deletions.

Prepare and maintain transactions and reports required for environmental motor vehicle and other fleet related regulatory compliance.

Prepare and maintain equipment asset management transactions, records and reports.

Coordinate fleet asset disposal activities.

Make periodic survey of City vehicles and assist in the development of replacement timetables; review mileage and utilization records as required.

Apply for and register for required CARB (California Air Resources Board) and ARB (Air Resources Board) permits; and process all DMV related paperwork.

Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.

Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.

Assist supervisor and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications.

Coordinate and assist in the development and administration of a department budget; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports; research and resolve discrepancies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods of specification development and the uses and needs of equipment.

Basic administrative techniques, asset management, budget, procurement, data collection and analyses.

Federal, State, and local safety, environmental and performance regulations for fleet related equipment and operations.

Fleet management methods, practices, and equipment.

Principles of budget monitoring.

Techniques and principles of effective interpersonal communication.

Principles and methods of business letter and report writing.

Principles and practices of safety management.

Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.

Research methods and techniques.

Computer software, including word processing, data base, spreadsheet and accounting applications.

English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.

Report writing techniques.

Ability to:

Independently perform a variety of technical duties including research, compilation and report development in support of fleet management.

On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Use automotive parts catalogs to identify correct parts to be ordered; prepare fleet equipment/parts purchase specifications; maintain required purchasing fleet equipment/parts records.

Communicate with automotive mechanics at a technical level.

Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.

Evaluate the needs and estimate the future supply requirements for a variety of fleet equipment/parts and related items.

Collect, compile, analyze and present a variety of data in a meaningful way.

Apply Federal, State, and municipal purchasing laws and procedures.

Interpret, apply and explain laws, rules, code and City policies and procedures.

Review budget submissions and revisions for mathematical and accounting accuracy.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Perform arithmetic calculations accurately and rapidly.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible administrative support or technical experience in fleet management operations.

Training:

Equivalent to an Associate's degree from an accredited college with major coursework in automotive technology, business administration, public administration, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license by date of appointment.

A valid California Class B driver's license with passenger and airbrake endorsements must be obtained within six months of appointment.