



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

FLEET COORDINATOR

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: YA32
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JOB SUMMARY

This is a journey level position performing Fleet Coordinator job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Inspects and evaluates fleet equipment, recommends repair and/or replacement of existing equipment, and maintains records of fleet inventories, assignments, and usage.
2. Evaluates fleet purchase requests and makes recommendations. Reviews engineering standards, prepares specifications, and assists in preparing requisitions for fleet equipment. May inspect vehicles during production process at manufacturer facilities.
3. Performs in-service receipt, registration, and delivery of fleet equipment.
4. Acts as liaison between District and manufacturer for warranty work and resolution of technical and safety issues. Analyzes, develops, reviews work plans, determines workflow needs and schedules, and ensures completion of work.
5. Reviews and establishes fleet maintenance practices and procedures and ensures quality controls.
6. Recommends and coordinates training of fleet personnel.

7. Develops plans to ensure fleet compliance with federal, state, and local government laws and regulations.
8. Analyzes, makes recommendations, and prepares reports for the solution of budgetary, procurement, procedural, and other fleet issues.
9. Assists in preparing requests for proposals and negotiating fleet agreements. Acts as Contract Administrator for assigned contracts.
10. Coordinates maintenance and repairs of aboveground fuel storage tanks ("AST"), underground storage tanks ("UST"), and related equipment.
11. Performs other related Fleet Coordinator job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and four years of relevant experience.

Required Knowledge of: Fleet management practices; technical knowledge of vehicle specification development and equipment application; budgetary practices; applicable federal, state and local laws, codes and regulations, project management; contract administration; trends and emerging technologies of fleet management; and current office technology and equipment.

Required Skills and Abilities to: Troubleshoot; negotiate; adapt; be flexible; self-motivate; train others; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment
- May require a Class A Drivers License for testing of equipment

Registrations

- None

Job Title: Fleet Coordinator

Job Code: YA32

Adopted: 03/11/13

Revised:

Supercedes:

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PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.