



City of Tempe

FLEET EQUIPMENT COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	231	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Parts Specialist
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from supervisory or management staff.
May provide functional and/or technical direction to staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of experience in automotive diagnostics and repair, interpreting service manuals, including utilizing Fleet Management Information System. Two (2) years of customer service experience in an automotive environment is preferred.
<i>Education:</i>	High school diploma, GED or equivalency. Associates degree in automotive technology, public or business administration is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of or required to obtain within six (6) months of hire, an Arizona Department of Environmental Quality Fleet Agent License.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To plan, administer, organize, coordinate and evaluate a variety of programs and provide contract oversight related to the equipment and vehicles managed by the Fleet Services Section.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Determine the cost effectiveness of off-site vehicle and equipment repairs; initiate contracted services repairs and off-site transport; authorize payment for services; and monitor the contracted service budget;
- Work with procurement staff to establish contracts for vendor services managed by the Fleet Services Section; maintain and oversee vendor services contracts;
- Develop, write, update and verify new or existing vehicle, equipment and vendor bid specifications; research cost effective products and services;
- Assume responsibility for the recovery of manufacturer and contracted services warranty claims; establish and maintain the warranty recovery procedures and documentation to optimize recovery, organizational efficiency and reduce vehicle down time;
- Receive vehicles and equipment in need of service and/or repair; translate customer requests to descriptive technical automotive terminology on work orders; ensure work order notes and jobs are complete with all supporting documentation and details;
- Evaluate and analyze customer needs and provide exceptional customer service during equipment drop-off for service by customers; interview customers and perform a visual inspection of every vehicle to verify customer service/repair requests and indicate needed maintenance unknown to customer;
- Inspect (visually) and diagnose basic mechanical trouble; read and interpret service and repair manuals, diagrams and charts;
- Provide routine customer updates and status of job and/or projected completion; research customer inquiries and discrepancies; respond to customer questions;
- Oversee vehicle accident repairs; establish responsible party and determine method of repair; interact with appropriate personnel in the department, Risk Management Section and insurance carrier to resolve accident damage;
- Oversee and maintain the Fleet Preventative Maintenance (PM) Compliance Program; analyze asset utilization and previous PM services for entire fleet; schedule vehicle/equipment repairs and PM services according to established procedures, guidelines and intervals;
- Administer the city's motor pool vehicle program and assets at numerous parking locations; analyze utilization and effectiveness; process returned motor pool vehicles and ensure motor pool vehicle condition and readiness;
- Assure the completion of manufacturer safety recalls and repair bulletins; communicate to Fleet staff method of repairs and scheduling; determine the effectiveness of component testing and establish agreements with manufacturers and suppliers;
- Assist the Fleet Analyst as a technical expert in the development of vehicle purchasing contracts and bids; participate in the development of new or existing vehicle specifications; recommend cost effective and operational strategies related to new vehicle purchases;
- Assume responsibility for receiving all vehicles into the fleet; inspect all vehicles for specification compliance; resolve non-compliance issues with the supplier; authorize payment for vehicles received;
- Create vehicle record in Tempe's fleet management information system; establish maintenance criteria; initiate and finalize the in-service process;
- Assume responsibility for vehicle out of service process and disposal, including making recommendations for the retirement of fleet vehicles and equipment and initiating, facilitating

and finalizing the out of service process related to the shop workflow and fleet asset management;

- Coordinate the monthly sale of vehicles and accounting for expenses and funds received;
- Ensure compliance with the Arizona Department of Environmental Quality Vehicle Emission Program; establish testing schedules and processes to ensure compliance of vehicles and employee inspector license renewals;
- Prepare detailed status reports of workflow and assets for Fleet Supervisors and/or management staff; prepare basic informational reports of time and activity logs for customers using a variety of software programs;
- Act as section liaison by establishing and maintaining effective working relationships with co-workers, supervisors, vendors, customers, peer organizations and the public;
- Oversee the inventory, fuel site ordering, maintenance and regulatory compliance process related to City-owned and off-site fueling facilities;
- Prepare work orders, documents, spreadsheets, email and reports; communicate professionally, both orally and in writing with the public, vendors and other employees;
- Perform related duties as assigned.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Reactivated 2003

September 2007 (added fleet software exp. preferred, cleaned up supervision language, removed special requirement of hand tools)

Re-active November 2013 (change job title; update duties; revise MQ's)

Revised October 2017 (update job duties, work experience, and physical requirements)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)

Revised January 2022 (updated MQ's and job duties)

