



City of Tempe

FIRE FLEET COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	601	<i>Department</i>	Fire
<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.
Provides functional and/or technical direction staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in automotive and/or heavy equipment inventory control or scheduling fleet maintenance that includes at least one (1) year of experience using computerized asset/maintenance management work order systems.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	Possession of, or required to obtain within six (6) months of hire date, a Class B Commercial Driver’s License (CDL).

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 the necessary oversight related to Tempe Fire Medical Rescue emergency apparatus, staff vehicles and all other equipment managed by the Fire Support 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.

- Staff the Support Services front desk; provide assistance to City employees and the general public, provide routine and general information or refer to appropriate staff; screen mail and telephone calls and respond to and resolve routine complaints and issues or refer issues to appropriate staff.
- Provide general clerical and administrative support, including payroll and reports. Assist with special projects as required. Maintain various computerized parts databases and parts inventory or service files. Coordinate and schedule repair, maintenance and annual NFPA certification of Fire fleet.
- Prepare monthly schedule for the preventative maintenance program.
- Receive vehicles and equipment in need of service and/or repair; analyze customer needs during apparatus and/or vehicle drop-off for service; performing visual inspections of every vehicle to verify customer service/repair requests and any other necessary maintenance.
- Translate customer requests to descriptive technical automotive terminology to create work orders.
- Provide customer updates and/or projected completion date; research and respond to customer inquiries, discrepancies, or questions.
- Work with procurement staff to establish contracts for vendor services managed by the Fleet Services Section; maintain and oversee vendor services contracts.
- Assist in developing, writing, updating and verifying new or existing vehicle, equipment and vendor bid specifications; research products and services to meet the operational needs.
- Assist the Deputy Fire Chief and Senior Fire Mechanic as a technical expert in the development of vehicle purchasing contracts; participate in the development of new or existing vehicle specifications, recommend cost effective and operational strategies related to new vehicle purchases and end of useful life purging of apparatus.
- Assist in the inspection and acceptance of all vehicles into the Fire fleet; inspect all vehicles for specification compliance, resolve non-compliance issues with the supplier and authorize payment.
- Responsible for the recovery of manufacturer and contracted services warranty claims; establish and maintain warranty recovery procedures and documentation. 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.
- Review parts order requests; obtain price quotes, review comparisons, place orders through purchase orders, procurement cards, or petty cash; arrange for deliveries and pickups; travel to parts vendors to pick up priority parts as necessary. Ensure compliance with general contract guidelines. Purchase apparatus parts, tools, related fluids, supplies and diagnostic computer software from contract and non-contract vendors.
- Receive, store and issues parts and supplies; verify incoming shipments for appropriate quantity and quality, inspect all items and stock shelves with parts and supplies.
- Return damaged, warranty, or incorrect parts to vendors; process claims with vendors for damaged materials; monitor invoices for accuracy, obtain credits where appropriate, complete and obtain warranty work approval and reimbursement where appropriate.
- Conduct annual and periodic inventory of parts and inventory reconciliation; determine minimum and maximum inventory levels; maintain adequate stock levels and records on all materials. Maintain the parts warehouse.

- Coordinate waste oil pick up and other shop related fluids or chemicals with outside vendors, transports Fire apparatus and other heavy vehicles for service and repair.
- Assist the Senior Fire Mechanic with coordination of Fire fleet maintenance facility programs related to federal, state and municipal code compliance.
- Participate in budget administration, monitor and control budgetary expenditures.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective April 2022

Revised November 2023 (update license/certification – CDL timeframes)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Fire Fleet Coordinator

Job Code: 601

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?	X	

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Move / Traverse			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*		X		
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*		X		
Fumes		X		
Computer Software			X	
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Working in or around water		X		
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces	X			
Excessive Noise**		X		
Heights		X		
Sewage Exposure	X			
Bodily Fluid Exposure		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- CDL License, Class B

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**