

CLASS TITLE: FLEET SERVICES COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for technical and administrative work involving receipt of fleet vehicles and fleet related data, including maintain accurate databases of equipment, verifying conformance with specifications, coordinating with vendors, transporting vehicles to vendors and City departments, providing information on pricing and specifications, providing updates to management, and tracking vehicles at all phases of the operation; and other related assigned duties.

ESSENTIAL TASKS:

- Receives vehicles and equipment and verifies vehicles confirm with bid specifications, communicating any issues to vendors, generating inventory unit tracking numbers that will be used for the lifetime of the vehicle
- Understands and has good working knowledge of cars, medium duty trucks, Class 1 through Class 8 trucks, and construction equipment
- Maintains an accurate database for Vehicle Identification Numbers (VIN) and serial numbers, arrival and delivery dates, and contract specification and vendor contact information
- Maintains permanent vehicle files, including any necessary forms, and is able to provide updated information to management and vendors, upon request
- Delivers vehicles and equipment to vendors and City departments, planning for delivery and pick up of vehicles from vendors and delivery of finished products Processes invoices for payment using Munis, ensuring correct coding for payments and routing to Finance and billed departments
- Maintains the office inventory, including tracking and ordering
- Demonstrates strong organizational skills to ensure accuracy of files, spreadsheets, tracking, financials, and vehicle inventory
- Communicates effectively to internal and external customers, providing status updates and delivery information, as well and handling any issues with contracts or equipment that may arise
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of General Education Development Certificate (GED) and four (4) years of increasing responsible experience in a field relevant to the essential duties listed in this job description; or an equivalent combination of training and experience per Personnel Department Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge in automotive repair, including diesel vehicles. Skill is organizing and maintaining databases; skill in customer service; and skill in both written and verbal communication. Ability to ensure the accuracy of details; ability to respond to rapidly changing customer needs; and the ability to solve problems.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 50 pounds; may require sitting for extended periods of time; subject to extreme temperatures, travel, standing, bending, reaching, grasping, walking, and repetitive movements; and vision, speech, and hearing to perform the essential duties.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Driver's License; possession of a forklift certification.

WORKING ENVIRONMENT: Working environment is primarily indoors; and requires use of telephone and other office equipment.

Class Code: 6563

EEO Code: N-03

Pay Code: OT-18

**Group: Clerical and Administrative
Series: Data Processing and Information Services**

Effective Date: January 26, 2022