



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Fleet Services

Position: Fleet Operations Coordinator

Who May Apply: **Any qualified applicant**

Employment Status: **Regular full-time**

Salary Range: **Pay Grade 122: \$5,177-\$6,962/mo. (DOQ)**

Posting Opens: **July 1, 2024**

Closing Date: Open until filled.

DEPARTMENT / OFFICE

This position is available in the Lewis County Public Works Department, Fleet Services Division located at 476 W. Main Street., Chehalis, WA.

POSITION SUMMARY

This is an FLSA non-exempt represented position by the AFSCME, Local 1341 Collective Bargaining Unit.

Lewis County is recruiting for a Fleet Operations Coordinator to join the Public Works Department. This position will be responsible for coordinating and assisting in the administration of the County's fleet program, asset purchases, surplus and disposal, fuel system database, and vehicle & equipment specifications.

The ideal candidate will have experience with Fleet software, government purchasing and contracting practices, and the PetroVend cardlock fuel system.

New employees must successfully complete a six (6) consecutive-month probationary period prior to obtaining permanent status in this classification.

HOW TO APPLY

Any Lewis County AFSCME 1341 employee interested in applying should submit a letter of interest to Zelma Hammer at the Lewis County Public Works Department located at 57 W Main St, Chehalis, no later than 4:00 PM on the closing date specified in this posting. Please note that late applications will not be considered.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360)740-1480 TTY.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications, can perform the essential functions, with or without accommodation, and possesses knowledge, skills and abilities as identified in the job description. Preference will be given to existing AFSCME members.

Late applications will not be accepted.

MINIMUM QUALIFICATIONS

- Associate's Degree in Business Administration, Accounting or Automotive Technology; AND four (4) years' experience in government purchasing or fleet management.
- Must possess and maintain a valid Washington State Driver's License.

Desirable Qualifications:

- Knowledge in the areas of equipment rental rates, vehicle and equipment bid specifications, fleet maintenance, procurement, and contracts.
- Experience as a Fleet Specialist for an organization primarily involved in vehicle and/or equipment fleet operations.
- Fluent with Microsoft Office (Word, Excel, Outlook).

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Resume Clearly Outlining Current/Previous Work Experience and Education
- ✓ Letter of Interest Outlining Work Experience and Qualifications
- ✓ Specific Technical Training and Certifications are Required

Lewis County accepts no responsibility for the completeness of applications. Application materials received by Lewis County become the property of the County.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.