



# FLEET OPERATIONS COORDINATOR JOB DESCRIPTION

Job Title: Fleet Operations Coordinator

Job Code: MM107

Pay Grade: 122

Effective Date: October 2007

FLSA: Non-Exempt AFSCE Union

Revision Date: April 2023

## NATURE OF WORK

Under general supervision, monitors and reports vehicle and equipment usage, and maintains database of fleet vehicles, work orders and fuel system.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Administers Public Works Department (PWD) fleet management software program for work orders, inventory, operating costs, insurance and other vehicle and equipment technical information; monitors fleet usage, maintenance cost, and life expectancy.
- Maintains fuel card user database and monitors fuel supply contracts; monitors fuel transactions and researches abnormal usage patterns.
- Monitors and prepares Equipment Rental & Revolving (ER&R) reports for Department cost allocation; and assists in vehicle & equipment rental rate development.
- Coordinates development of technical specifications for Department vehicle and equipment requests;
- Researches vehicle and equipment specifications and recommends purchases; researches methods of procurement, including direct purchase and bid, and coordinates authorized purchases in accordance with Revised Code of Washington (RCW) regulations.
- Assists in calculating ER&R rental rates for county-wide fleet.
- Maintains database program to document, analyze, and create cost/usage/revenue reports; recommends vehicle and equipment replacements; coordinates surplus/salvage procedures for obsolete vehicles & equipment.
- Conducts special projects and investigations of specific issues, including abnormal fuel consumption, vehicle & equipment abuse and accidents. and warranty work/recalls.
- Collects operational and administrative information and compiles data for reports.
- Lewis County essential personnel (24/7 emergency response).

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and fleet maintenance facilities; light physical demands; frequent use of a personal computer.

## EMPLOYMENT STANDARDS:

Associate's Degree in Business Administration, Accounting or Automotive Technology; AND four (4) year's experience in government purchasing or fleet management.

Must possess a valid Washington State Driver's License

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Principles and practices of vehicle fleet cost control and preventive maintenance programs.
- Principles and practices of public sector purchasing and technical records management.
- Federal and state procurement laws and regulations, including Revised Code of Washington.
- Business and personal computers, and spreadsheet software applications.

**Skills in:**

- Tracking and analyzing vehicle and equipment costs and usage patterns.
- Prioritizing multiple tasks and demands.
- Operating a personal computer utilizing standard and specialized software.
- Maintaining and analyzing fleet management records and files.
- Reading and interpreting technical manuals and specifications.
- Maintaining accurate service records.
- Establishing and maintaining effective working relationships with co-workers.
- Effective verbal and written communication.