



Job Title	Fleet Services Coordinator	FLSA Status	Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	16001

Class Specification – Fleet Services Coordinator

Summary Statement:	
The purpose of this position is to coordinate and monitor the outsourced fleet vehicle body repairs and maintenance of City vehicles with the fleet maintenance service provider. Serve as the primary liaison between the contractor and the City Colorado Springs on vehicle repairs, scheduling, progress, and all other aspects of the outsourced services for the Fleet Department.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
75%	Assesses body damage to City vehicles and facilitates emergency repairs, oversees Colorado Springs Police Department substation fleet operations, inspects the quality of service and workmanship of fleet maintenance service provider, and investigates repairs to ensure they are coded correctly.
10%	Schedules fleet vehicle repairs, reconciles work orders, and processes invoices for payment.
10%	Enters data into the Fleet Division’s computer system and updates data in the computer system regarding repairs and maintenance.
5%	Assists with budget preparation and monitoring expenses for the Fleet Division.

Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	



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Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in automotive body repair, welding, automotive painting, upholstery, or other specialized technical field.

Experience: Three years of full-time fleet management experience, including one year of administrative, project management, and/or lead supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

ASE Certifications	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.



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Fiscal Responsibility:
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:
 Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Warehouse
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Daily
Noise and Vibrations	Several Times per Week
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and fleet management information system.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2014