



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Fleet and Material Coordinator

Department: Fleet	Reports to: Fleet Manager	Pay Grade: H10
Date Established: 9/2017	Date Revised: 12/2018	FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Fleet and Material Coordinator is a journey level position in the Fleet Division of Public Works responsible for city-wide fleet and material related procurement. The job determines material, equipment and vehicle purchase, replacement and/or repair needs. Work includes drafting purchase specifications, obtaining and evaluating bids, ordering supplies, materials and parts and performing cost analysis.

The job requires knowledge of automotive theories, principles and methods, equipment specifications, database management and procurement policies and procedures. The Fleet and Material Coordinator is responsible for ensuring accounts receivable and accounts payable related to Fleet services are correct and submitted to the Fleet Manager for processing. The Fleet Specialist is a member of the Fleet Advisory Board.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in construction and high traffic areas. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Coordinates the procurement of vehicles, parts and hardware. Identifies, evaluates and prepares an analysis of equipment and vehicle needs. Drafts purchase specifications for a variety of fleet equipment such as vehicles, backhoes, loaders, and heavy duty street and construction equipment. Evaluates or coordinates evaluation of manufacturer's and supplier's bid responses and may recommend bid award choices.

Oversees the bidding and/or ordering of supplies, materials, construction material (including asphalt, gravel, and fuel), and parts to ensure timely repairs. Functions as a liaison for the Fleet Division with other agencies and departments.

Evaluates equipment cost histories, physical condition and user needs to determine equipment purchase, replacement, and/or repair requirements. Proactively analyze fleet related data to manage and continuously improve fleet operations for optimal financial and operational performance.

Maintains the Fleet services database.

Coordinates with Departments to identify and coordinate departmental needs.

Assists other City departments with the development of specifications for vehicles and equipment. Arranges for the purchase and delivery of vehicles and equipment to all departments. Works with City Clerk to ensure that all vehicles and equipment purchased are licensed and registered. Coordinates with City Clerk to salvage and/or surplus used equipment and vehicles.

Ensures the proper functioning of the City's automated fueling system and accuracy of City-wide fuel consumption records by ordering fuel, compiling and maintaining records of tank information for EPA and DEQ regulations. Gathers data from fuel site transactions to prepare reports for City fuel usage by department, vehicle and employee. Works with the system manufacturer on system problems and enhancements.

Responsible for coordinating the Fuel Management System, daily fuel inventory checks, input transaction data, monitor fuel logs and print usage reports. Responsible for fuel forecasting, billing appropriate user departments, completing reports, including environmental compliance reports.

Oversees capital projects for facilities and equipment under the purview of Fleet Services, including fuel islands, storage tanks, generators, washers, and the Fleet garage.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Idaho bid laws and regulations;
- Automotive theories, principles, and methods;
- Structure, principles, and operating characteristics of a wide variety of fleet equipment;
- Infrastructure construction needs;
- Equipment specifications;
- Customer service methods and techniques;
- Data collection and recording methods, techniques, and objectives;
- Database management;
- Federal regulations and City policies regarding safe work practices;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications;
- Accounts receivable and accounts payable processes.

Skill and Ability to:

- Assist in the forecasting of equipment and material needs;
- Log information and use information to complete forecasting, ordering, and reporting;
- Operate a motor vehicle;
- Operate standard office equipment;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Two (2) years' experience in procurement, fuel site, and/or bidding is preferred;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.