

## City of Fort Worth, Texas Job Description

|                             |                   |                       |                             |
|-----------------------------|-------------------|-----------------------|-----------------------------|
| <b>Classification Title</b> | Fleet Coordinator |                       |                             |
| <b>Job Code:</b>            | TC5160            | <b>Job Family:</b>    | Technical/Para-Professional |
| <b>Pay Grade</b>            | 507               | <b>Date Reviewed:</b> | 06/15/15                    |
| <b>FLSA Status</b>          | Nonexempt         | <b>Date Revised:</b>  |                             |

### GENERAL SUMMARY

Oversees and coordinates equipment requisition, repair, maintenance and operating cost activities. Implements program goals and objectives. Buys, tests and repairs fire equipment. Coordinates repairs on all fire apparatus. Performs a variety of administrative and professional tasks in support of assigned programs within the assigned division or department.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Oversees and coordinates equipment services including activities related to requisition, repair, and maintenance of equipment.
2. Purchases, tests and repairs fire nozzles, ladders, fire hose and adapters.
3. Reviews or prepares specifications for equipment and recommends changes when needed.
4. Recommends and assists in the implementation of goals and objectives; establish schedules and methods for providing equipment services; implements policies and procedures.
5. Coordinates and schedules detailed phases of equipment services work. Monitors program performance. Recommends and implements modifications to systems and procedures.
6. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned equipment services duties; works with employees to continuously improve equipment property management systems and services.
7. Conducts research and analyzes data pertaining to equipment usage; recommends replacement of equipment that is not economically advantageous.
8. Responds to complaints concerning equipment repair in to facilitate and expedite equipment repairs and maintenance.

9. Prepares detailed reports utilized in monitoring vehicle/equipment usage, down time, specifications and operating/ maintenance costs.
10. Participates in the preparation and administration of assigned budget. Submits budget recommendations and monitors expenditures.
11. Acts a liaison between the City departments and suppliers of equipment and services.
12. Perform related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Equipment capabilities, operations, and maintenance.
  - Evaluating equipment needs and operating efficiency.
  - Methods and techniques of replacement analysis, purchasing, and inventory.
  - Principles and practices of program development and implementation.
  - Basic procedures, methods and techniques of budget preparation and control.
  - Pertinent Federal, State and local laws, codes and safety regulations.
  - City of Fort Worth Purchasing and Procedures.
  - City computer software. (BuySpeed)
  - Fire Steams Management.
  - Fire hose, nozzles and ladders.
  - Inventory and Budget procedures.
- **Skill in:**
  - Making observation.
  - Communicating with others.
  - Operating assigned equipment.
- **Ability to:**
  - Evaluate equipment and requisition needed supplies.
  - Examine, verify, and maintain equipment inventories.
  - Recommend and implement goals and objectives for providing effective and efficient equipment property management.
  - Coordinate the repair and maintenance of equipment between various repair facilities.
  - Interpret and explain City and department policies and procedures.
  - Participate in the preparation and administration of budgets.
  - Allocate limited resources in a cost effective manner.
  - Establish and maintain effective working relationships.
  - Communicate clearly and effectively, both orally and in writing.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college in automotive engineering, mechanical engineering, industrial technology, business administration, or a related field and four years of increasingly responsible experience in automobile, truck, or heavy off-road equipment repair and maintenance including one year of administrative and/or lead responsibility.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.