

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Fleet Systems Technician</u>
Sch.& Grade	<u>PAT-7</u>
Class Code	<u>BA10</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Fleet & Equipment Services</u>

PRIMARY PURPOSE:

To coordinate and manage the fleet maintenance information system and the fleet preventive maintenance program for the City's Service Center. Consults with the Public Works Financial Officer on service center business/financial issues and provides assistance coordinating these activities.

SUPERVISION:

Under direct supervision of the Fleet Administrator; supervises assigned service center employees such as office and/or parts inventory staff. Consults with the Public Works Financial Officer on business activities.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates and manages programs such as preventive maintenance, fleet equipment and facilities' costs, fuel and oil dispensing and inventory, surplus disposal, and provides input for management decisions.
2. Coordinates and assists with customer service issues.
3. Supervises assigned Service Center staff including completing performance evaluations, participating in and making recommendations regarding hiring decisions, and providing appropriate development for employees.
4. Conducts research as directed including identifying problems, patterns, and trends dealing with fleet maintenance issues.
5. Supervises and participates in the collection, input, organization, and analysis of required data; conducts surveys to provide input for decisions.
6. Serves as a resource and works with the Parts and Inventory crew leader to assure efficient and effective parts inventory management, staffing and procedures.
7. Coordinates business activities and services with maintenance and repair staff as required.
8. Acts as a liaison with contractors and vendors of goods and services related to fleet maintenance issues on behalf of the City Garage.
9. Prepares, maintains, and presents a variety of manual and computerized detailed records and reports such as labor costs, calls for service, progress reports, statistical documents, and graphic enhancements; analyzes such records and reports to evaluate program effectiveness, identify variances, and advises management and other city departments.
10. Utilizes feedback from the departments to evaluate and determine program effectiveness.
11. Manages the automated fuel control and data acquisition system.
12. Ensures complete and accurate billing to using departments.
13. Utilizes a variety of computer software applications including customized fleet management systems, word processing, spreadsheet, communications, database, graphics, and e-mail applications.
14. Reads and reviews reports, field information, and other related data and correlates the information as required.
15. Travels to a variety of off-site locations to handle fleet maintenance issues.

IMPORTANT FUNCTIONS:

1. Provides assistance with automotive service repair order writing as necessary.
2. Attends workshops, seminars, conferences, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of basic accounting principles and inventory control; planning, development, and implementation of research methods, statistics, and analyses; computer software applications; business report writing formats and methodology. Knowledge of fleet maintenance issues is desirable.

Abilities

Effectively utilize a variety of computer software applications including customized fleet management software, word processing, spreadsheet, communications, database, graphics, and e-mail applications; develop and maintain accurate records; analyze a variety of quantitative and qualitative data and information; prepare detailed, clear, accurate, and comprehensive written and oral reports; effectively supervise assigned office support staff; utilize sound, independent judgment when making decisions and recommendations; ability to obtain working knowledge of service writing and preparation of estimates, repair orders, and customer billing using flat rate guides; work with minimal supervision; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, customers, vendors, contractors, and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Business or Public Administration, Accounting, Mathematics, or a related area plus one year of appropriate work experience; work experience in fleet maintenance is desirable. A Master’s Degree in Business or Public Administration or a related area may be substituted for the one year of required work experience. Work experience in appropriate field may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Ability to operate a computer keyboard and mouse; pushes and pulls up to 25 pounds.

Working Environment

Primarily indoors in an office and garage setting; moderate noise level due to working in a garage setting; exposure to dust, pollen, and diesel fumes; subject to extreme weather conditions when traveling to off-site locations.

Licensing/Certification

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

Subject to occasional emergency call-in.

Last Revision:	February 10, 2012	GENERAL ORDINANCE NO. 3552
Comments:	Updated Abilities	Date: September 17, 1984

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____