

FLEET COORDINATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in administering and coordinating the procurement, assignment, maintenance and disposal of fleet vehicles for the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, schedules, and coordinates fleet inspection and inventory of motor vehicles for preventive maintenance, malfunction and allocation; reviews, evaluates and recommends permanent or temporary assignments or retrieval of vehicles based on budgetary constraints; resolves customer complaints or reports of actual or anticipated mechanical problems and determines action to correct condition; coordinates and expedites repairs, replacements and the overall cleaning of vehicles; inspects and reconciles requisition against vehicles specifications for titles and registration procurement with state and local enforcement agencies for new vehicles.

Issues and retrieves credit cards and spare keys, consolidates credit card charges to proper account for payment; initiates corrective measures on unauthorized purchases; maintains general ledger to reflect overall tribal expenditures on operational costs; compiles and maintains records on vehicle mileage, assignments repair services; prepares correspondence and required reports; verifies and authorizes that drivers meet tribal, state and federal driving requirements; responds to calls from customers; orders supplies; provides vehicle data to appropriate personnel for annual budget preparation; provides budgetary projection figures including proposed vehicle requests.

Issues vehicle rentals; ensures department has prepared proper requisition forms; prepares rental vehicles by ensuring fuel, oil levels and a spare tire is available; inspects all returned rentals for damage and return of all equipment; ensures maintenance is up to date; notes any mechanical malfunctions and takes appropriate action; processes monthly journal vouchers for all rental charges; delivers or picks up leased, rental and department vehicles; performs minor vehicle maintenance such as replacing headlights, tail lights, fuses, antifreeze, etc.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation rules, regulations, guidelines, policies and procedures related to the registration of motor vehicles.

Knowledge of general automotive repair and preventative maintenance scheduling and coordination.

Knowledge of general office practices and procedures.

Knowledge of basic accounting/bookkeeping practices and procedures.

Knowledge of computer hardware, software and peripherals.

Knowledge of record keeping/file maintenance methods and practices.

Knowledge of automotive inspection practices and procedures.

Skill in coordinating, prioritizing and handling multiple tasks.

Skill in preparing and maintaining accurate records, reports, and documents.

Skill in written and verbal communication in the development of reports, reservations, and scheduling of vehicles.

Skill in utilizing computer databases to research, maintain, and update records and files.

Skill in the planning, prioritizing, and scheduling the preventative maintenance on motor vehicles.

Skill in accurately maintaining account records and journal ledgers.

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Skill in utilizing customer service techniques when responding to inquiries and complaints.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires attention to detail and extensive computer keyboarding in a general office environment; stooping, bending, and lifting automotive equipment weighing up to 25 pounds when inspecting, cleaning, or refueling vehicles.

MINIMUM QUALIFICATIONS:

- A High School Diploma or GED; and three (3) years of experience of related work experience.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Automotive Technology or related field.
- Possess a valid state CDL Class A or B.
- Training on Automotive Tech.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license Class A or B.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, First Aid, and Cardiopulmonary Resuscitation (CPR) Certificate within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.