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## FLEET TECHNICIAN I - III

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### PAY GRADE

6 - 8

### SALARY RANGE

\$13.75-\$20.00

### FLSA STATUS

Non-Exempt

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### **GENERAL DESCRIPTION**

Performs routine fleet operations work involving coordinating fleet operations, maintenance, and some administrative functions within fleet management software. Works under moderate supervision, with minimal latitude for the use of initiative and independent judgment. Assists in the acquisition, assignment, utilization, maintenance, repair, replacement, and disposal of fleet vehicles and other public transportation system capital assets. This position supports the Public Transportation Services Department Operations section and will report directly to the Operations Specialist.

### **EXAMPLES OF WORK PERFORMED**

- Coordinates the delivery and pickup of fleet equipment.
- Provides support in all aspects of fleet management programs.
- Maintains and reports on fleet equipment performance metrics.
- Assists with the review's fiscal expenditure reports, purchase orders, receipts, and vendor invoices for accuracy.
- Assists in establishing, maintaining, and disseminating fleet operations policies and procedures.
- Assists with the development of fleet agreements.
- Assists in conducting needs assessments to determine requirements for the purchase of goods and services.
- Perform regular duties during rotational on-call hours.
- Perform other duties as assigned.

### **GENERAL QUALIFICATION GUIDELINES**

#### **EXPERIENCE AND EDUCATION**

Experience in transportation maintenance work. Graduation from an accredited senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Strong knowledge of fleet operations management and practices. Knowledge of fleet equipment, and applicable federal, state, and local laws and regulations.

Ability to evaluate new equipment, goods, and service performance. Strong ability to troubleshoot equipment and provide level one maintenance.

Ability to interpret, develop, and prepare fleet agreements.

Must be able to work under stress and adapt to rapidly changing circumstances.

CDL preferred but not required.

**By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date