

FLEET MAINTENANCE PROGRAM ADMINISTRATOR

CLASS DESCRIPTION

General Responsibilities:

This is a semi-skilled position requiring a wide variety of administrative responsibilities relative to the maintenance and repair of a very diverse fleet of vehicles and equipment. Work involves the setup of maintenance and master equipment files for assets from purchase to retirement, management of a fluid sampling program, and facilitation of removal and sale of retired assets. It requires the ability to research, analyze, develop, and maintain a complex hierarchy of preventative maintenance and service intervals for all assets. Individual vehicle and maintenance information must also be maintained in a library that includes related vehicle manuals, reference catalogs and/or electronic media on all assets. Under general supervision, this position exercises judgment and initiative, within delegated parameters, in meeting programmatic objectives.

Examples of Duties and Responsibilities:

Set up and manage Master Equipment Files in a computerized Maintenance System. Assign asset numbers, setup, and remove equipment in system. Research vehicle and fluid specifications and maintenance intervals for chassis and body. Research and add billing information cost, PO number and life of chassis and body. Research & add component specifications for major components in the system for both chassis and body including make, model, and serial number of all major components. Research & add warranty information to the system for chassis, body, and major components.

Create individual asset file with invoice, certificate of origin, registration, warranty information and vehicle specifications. Remove/archive file upon retirement/sale of asset

Maintain vehicle information library. Ensure vehicles have operator manuals for both chassis and body (if applicable). Document receipt of manuals from vendor and distribute to satellite shops and Parts Dept. Create operator responsibility books for chassis and/or body when needed. Maintain vehicle manual library and remove manuals upon retirement of asset.

Set up and Manage Preventative Maintenance information and schedules. Create PM interval with detailed maintenance instructions. Create PM list for seasonal equipment and shop equipment. Create weekly PM report, reviewing open work orders for PM in progress. Determine fluid sampling and frequency on new vehicles and set up in system. Send in fluid samples and monitor results, making a determination if action is needed.

Set up and Manage vehicle information in Ward Fueling System. Create fuel keys for equipment not fueled at pumps. Obtain meter information and input manually in system.

Create employee fuel keys for non-DPW equipment fueling. Troubleshoot fueling and preventative maintenance issues on non-pump fueled units.

Facilitate the annual replacement program with local Bobcat Dealer. Coordinate replacement of units with Dealer and City agencies. Set up and remove assets in system. Set up PM intervals in system

Perform related work as assigned.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Three years of skilled and diverse vehicle maintenance and repair work. Such experience would normally be gained after completion of related technical coursework. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Working knowledge and familiarity with automobiles, trucks, construction equipment, and machinery. Knowledge of vehicle maintenance objectives. Knowledge of preventative maintenance and vehicle warranty programs. Knowledge of computer applications such as word processor, database, spreadsheet, internet search engines, and e-mail or related programs. Ability to collect and analyze information to be used for development, management, coordination, and implementation of maintenance and repair objectives. Ability to prepare effective narrative of maintenance requirements and procedures. Ability to communicate meaningful technical information to operators, staff, and management. Ability to gather and review information to provide statistical analysis when requested. Ability to develop and maintain effective recordkeeping systems and independently implement comprehensive maintenance programs and functions. Ability to use independent judgment and discretion in achievement of program objectives. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships and assist in resolution of operational problems. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Possession of a valid driver's license.

Physical requirements:

The incumbent must be able to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time. In addition, the incumbent will be expected to enter and egress a variety of cars, trucks, machinery, and equipment. Finally, the incumbent must be able to negotiate stairs several times per day.

Department/Division	Comp. Group	Range
Fleet Services	15	11

Approved: _____
Brad Wirtz
Human Resources Director

Date