

## **FLEET MANAGEMENT COORDINATOR**

### **NATURE OF WORK**

Responsible for performing training and evaluating the skills of staff responsible for the care, maintenance and safety of vehicles in accordance with federal and state standards and regulations. Work involves monitoring the repair facility activities, analyzing needs and problems with fleet vehicles to include over the road tractors, a variety of trailers and fleet support vehicles. Performs Virginia State Inspection on SPSA owned and operated vehicles. Provides daily input regarding inventory control, safety management and related issues. Work is performed under the direction of the Fleet Manager of the Operation Center.

### **CRITICAL ELEMENTS OF PERFORMANCE**

Provides training and assistance to Lead Equipment Mechanic and Equipment Mechanics on engine, emission and hydraulics for diesel and gas-powered engine.

Diagnoses routine or recurring vehicle and equipment operational problems as directed by Fleet Manager.

Performs State inspections on tractors and trailers to include any vehicle owned and operated by SPSA in accordance with Virginia State Police.

Inspect equipment to determine repair work needed; estimate cost and make decisions on work requiring extensive repair; make recommendations to repair or replace vehicles to the Fleet Manager.

Schedule mechanics and other service personnel, to perform repair and maintenance work according to the requirements of each job.

Examines and approves completed jobs.

Initiates and oversees the outsourcing of work to vendors. Verifies the accuracy and approves payment of vendor invoices.

Ensure that staff receives proper training in the use, storage, and disposal of flammable liquids and hazardous waste materials according to local, state, and federal laws.

Assist with monthly safety inspections and reviews in accordance with policy.

Requisitions necessary parts and supplies as needed.

Maintains necessary time, cost, and repair summary records. Collects, compiles, and maintains ongoing historical information on work orders generated, and parts and services purchased by the

Operations Department. Uses this information to prepare statistical reports on a periodic, monthly, quarterly, and/or annual basis.

Cleans and maintains shop area, tools, equipment, and vehicles.

Performs other duties as needed and/or required.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM THE JOB

Considerable knowledge of training principles and practices.

Knowledge of techniques required to diagnose problems, rebuild, disassemble, repair, and reassemble heavy trucks, automotive and construction equipment, and their component parts.

Considerable knowledge of the principles of gasoline and diesel engines and the ability to skillfully apply that knowledge. With a thorough knowledge of the occupational hazards and safety precautions of the trade.

Extensive knowledge of heavy construction, cranes, automotive electrical and hydraulic systems, operating principles of, and the ability to repair hydraulic systems.

The skill and ability to read and understand service manuals, parts books and catalogs, and train others on the same.

Skill in the use and care of tools and equipment used in the automotive and heavy equipment maintenance trade and repair of cranes, heavy machinery, light automotive and other mechanical equipment.

Ability to establish and maintain effective working relationships with others.

Ability to diagnose equipment failure problems.

Ability to maintain, repair, rebuild or replace component parts with a variety of heavy and light equipment.

Ability to coordinate the workflow of the shop and motivate other mechanics to perform assigned duties in the absence of the Fleet Manager.

Ability to maintain written schedules and complete required paperwork such as parts requisition and repair orders.

### MINIMUM QUALIFICATIONS

Any combination equivalent to high school graduation or trade school completion with four years of experience, including school or apprenticeship-related experience, in diagnosing, repairing, rebuilding and replacing components in one or more of the types of equipment to be assigned or any equivalent combination of training and experience. Minimum of 2 years of experience in training and assessing training needs of others.

Possess and the ability to maintain a valid Virginia State Inspection license.

Possess a valid driver's license with a demonstrable safe driving record. Class A or B Commercial driver's license may be required. As this position may require operating a motor vehicle owned by, leased by or loaned to SPSA; All policies, rules and directives concerning personal driving records, motor vehicle violations and the reporting thereof will be strictly enforced.

Ability to perform all essential functions of the job.

ACCOUNTABILITIES  
FLEET MANAGEMENT COORDINATOR

1. Effectively monitors daily workflow providing technical assistance and coordinating shop activities in the absence of Fleet Manager. Examines and approves completed jobs. Maintains necessary time, cost, and repair summary records.
2. Provides training and guidance to mechanics on engine, emission and hydraulics for diesel and gas-powered engine. Ensures timely, effective, and appropriate repair, timely diagnostic testing and analysis and maintenance of heavy equipment, transfer vehicles and other automotive or related equipment.
3. Assists in diagnosing routine or recurring vehicle and equipment operational problems as directed by Fleet Manager. Examines and approves completed jobs.
4. Performs State Inspections on tractors and trailers to include any vehicle owned and operated by SPSA in accordance with Virginia State Police in a timely manner.
5. Inspects equipment to determine repair work needed; estimate cost and make decisions on work requiring extensive repair; make recommendations to repair or replace vehicles to the Fleet Manager.
6. Maintains clear and concise communication, and courteous, professional relationships with SPSA employees at all levels of the hierarchy, government officials, vendors, and external customers. Exhibits skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with people of diverse backgrounds and experience levels.
7. Follows SPSA policies and procedures. Maintains any required training and licenses. Demonstrates SPSA's mission statement and shared values in daily actions, service, appearance, and attitude. Represents the department in a manner which demonstrates pride, competence, integrity and professionalism.

**AMERICANS WITH DISABILITIES ACT**

**ESSENTIAL FUNCTIONS LIST**

**JOB TITLE: Fleet Management Coordinator**

<b>ESSENTIAL FUNCTIONS</b>	<b>MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS</b>	<b>% OF TIME</b>
1. Monitoring the repair facility activities, analyzing needs and problems with fleet vehicles. Provides training and guidance to mechanics on engine, emission and hydraulics for diesel and gas-powered engine.	Must have the mental ability and physical dexterity to perform preventative maintenance on automotive, heavy-duty trucks, trailers, construction equipment and tires. While performing tire maintenance, must have the ability to visually detect or replace defective or worn out tires. Manual dexterity required to work with hand tools and power tools. The physical ability to reach, bend, stoop, and use tools and equipment to perform work.	25%
2. Performs State Inspections on tractors and trailers to include any vehicle owned and operated by SPSA in accordance with Virginia State Police.	Must have the mental ability to determine repairs needed to bring equipment back to specifications. Must have the physical ability to perform required repairs while standing for prolonged periods. Must be able to lift up to 50 lbs. throughout the day and move it from one location to another. Must be able to climb a ladder up to 10 feet in height to work on a truck engine. Must have the physical ability to perform required repairs while standing, sitting, climbing or laying underneath the work for prolonged periods.	25%
3. Maintenance of shop, tools and equipment.	Must have the mental and physical ability to select and use the proper repair tools and shop equipment. Must be physically able to perform cleaning and maintaining shop area, tools and equipment.	20%
4. Operate motor vehicles, tractors and trailers.	Must possess a valid VA driver's license and have the mental ability and physical dexterity to operate trucks, heavy equipment, and similar construction equipment sufficiently to perform repairs.	10%
5. Maintains necessary time, cost, and repair summary records. Requisitions necessary parts and supplies	Must have the mental ability to read and comprehend manuals, parts books, service catalogs and bulletins. Physical and mental ability to maintain electronic and physical records using computer software. Dexterity to operate a computer and complete data entry.	8%
6. Communication with employees and supervisors	Must have the mental ability to read work assignments and follow directions. Verbal and written communication skills, interpersonal relation skills to communicate with others effectively.	8%
<b>MARGINAL FUNCTIONS</b>	<b>MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS</b>	<b>% OF TIME</b>
1. Building maintenance	Must have the mental and physical ability to perform minor building maintenance and repair.	4%
REMARKS: Requires working in adverse climatic conditions (i.e., dust, odor, hot, cold, rain, snow). Requires wearing appropriate safety gear. Must have the physical ability to perform required repairs while standing, sitting, climbing or laying underneath the work for prolonged periods.		
*Sufficient vision and hearing required to perform the essential functions of the job listed above*		
ADA STATEMENT		

The specific position requirements will determine whether the function is essential or marginal, and it may vary for positions with the same job title.

This is not an expressed or implied contract for employment and does not alter the "at will" status of SPSA employment. I have read and understand the job description and stated job functions and certify that I can perform all the essential functions of the position for which I am applying with or without a reasonable accommodation. I understand SPSA management reserves the right to change or modify the job duties and content of any and all SPSA positions, as it deems necessary, in its sole discretion. If there are essential functions which I cannot perform, I acknowledge it is my responsibility to request a reasonable accommodation during an employment interview if I am asked to demonstrate my ability to perform the essential functions of the job, or after a job offer is made, and that SPSA management will evaluate any such request to determine whether or not the accommodation would create an undue hardship.

<b>Applicant/Employee Signature:</b>	<b>Date:</b>
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<b>Please Print Name:</b>
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**Department of Human Resources**  
 723 Woodlake Drive  
 Chesapeake, VA 23320  
 Office (757) 420-4700, FAX (757) 962-7695  
<http://www.spsa.com>

## APPLICATION FOR EMPLOYMENT

**Effect of Nondisclosure:** Because this application requests both optional data (other skills, training, etc) and mandatory data (qualifications, biographical, etc.), it is in your best interest to answer all questions. Omission of any items means you might not receive full consideration for a position in which this information is needed. A misstatement of material facts on the employment forms may be used as grounds for not employing you or for dismissing you after you begin work. All statements are subject to investigation. All information you give will be considered in reviewing your employment forms.

### PERSONAL INFORMATION

Position Applied For:	Req #:	Position #:
Name:		
Last	First	Middle
Address:		
Number/Street	City	State      Zip Code
Primary Contact Number: (      )		check one:    home    work    cell    pager
Alternate Contact Number: (      )		Best time to reach you:

	Yes	No
Are you currently employed by SPSA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by SPSA? If Yes, please give dates of last employment: From:                        To:                        Position Held:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by SPSA? If Yes, please give name, relationship, and department:	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If No, do you have the legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a <b>Felony</b> <input type="checkbox"/> or <b>Misdemeanor</b> <input type="checkbox"/> (including driving-related convictions)? If Yes, please explain and list city, state, and date of every conviction:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any <b>Felony</b> <input type="checkbox"/> or <b>Misdemeanor</b> <input type="checkbox"/> charges pending against you (including driving-related charges)? If Yes, please explain and list city, state, and date of every pending charge:	<input type="checkbox"/>	<input type="checkbox"/>

### COMPUTER SKILLS

Indicate Software Skills & Proficiency level: Indicate level as Beginner, Intermediate, or Advanced under each application as necessary.	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Power Point <input type="checkbox"/>
List any additional software experience:				
No previous computer/software experience <input type="checkbox"/>				

## EDUCATIONAL BACKGROUND

Check highest level completed:																					
High School												Received (check one, if applicable)				College				Graduate	
1	2	3	4	5	6	7	8	9	10	11	12	Diploma	<input type="checkbox"/>	GED	<input type="checkbox"/>	13	14	15	16	17	18
Name of High School:																					
Name of College/University				Location				Hours Completed				Degree Earned				Major or Specialty					
Other (i.e., vocational, technical, business, etc.)																					

## LICENSES AND CERTIFICATIONS

List any licenses/certifications or other authorization you possess to practice a trade or profession (CPA, CPR, PE, etc.) including state and expiration date:	State	Expiration
Indicate type of Driver's License: Standard <input type="checkbox"/>	Commercial (CDL) <input type="checkbox"/>	Class

## EMPLOYMENT AND VOLUNTEER EXPERIENCE

The Application for Employment and any Supplementary Experience Form(s) must be completed. Starting with your most recent position, describe all paid, military, or applicable volunteer experience, as well as any periods of unemployment, including reasons for unemployment. Describe those duties and responsibilities which best demonstrate your qualifications for this position. A resume may be attached but the application must be completed in full. If additional pages are needed to properly list entire work history, request supplemental work experience forms from the receptionist.

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	





## PRIVACY ACT NOTICE

This information is provided pursuant to the Privacy Protection Act of 1976, under Virginia Code, Section 26, for individuals supplying information to include in a system of records. The authority to collect information requested by this form is derived from the Southeastern Public Service Authority (SPSA) administrative policies. The principle purpose of employment forms is to collect information needed to determine qualifications, suitability, and availability of applicants for SPSA employment and of current SPSA employees for reclassification, transfer, promotion, and demotion. Your completed application may be used to examine and/or assess your qualifications; to determine if you are entitled to employment under certain laws and regulations and any applicable requirements; and to contact you concerning availability and/or an interview. All or part of your completed employment form may be disclosed outside the Department of Human Resources to:

- Executive Director and staff or supervisor upon a request for a list of eligibles to consider for employment, reinstatement, reemployment, transfer, promotion, or demotion.
- SPSA investigators to determine your suitability for SPSA employment.
- Federal, state or local agencies to create other personnel records after you have been employed by SPSA.
- Appropriate federal, state, or local agency to the extent the information is relevant to the requesting agency's decision.
- A requesting federal, state, or local law enforcement agencies charged with the responsibility of investigating a violation of the law.
- Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of SPSA.
- Any requesting information system after obtaining your voluntary release and the requesting company's assurance for the information protection.

**Information regarding disclosure of Social Security Number, if applicable.** Disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by SPSA is authorized under the provisions of the Social Security Act. Your SSN will be used primarily to identify your records on file with SPSA and to report wages earned, required by law.

## ACKNOWLEDGMENT AND CERTIFICATION

- I certify eligibility for employment under the Immigration Reform Act of 1986.
- I acknowledge the Privacy Notice above concerning my application with SPSA.
- I acknowledge, understand, and agree that SPSA has the authority, in accordance with the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime worked under SPSA's overtime policy for non-exempt employees.
- If employment is offered by SPSA, such employment shall be conditional upon successful completion of a job-related physical, drug screen, criminal background check, and certain waiting periods, in addition to a one year period for access to portions of the grievance procedure. I understand that during my employment with SPSA, I shall be subject to all policies and procedures of SPSA (a copy is available for review). I understand that SPSA retains its right to add, delete, or modify any policy, procedure, or benefit pertaining to employment. I understand that employment is not for a specific or definite term, but that my employment is terminable at will, by me or SPSA, at any time, for any reason, including such factors as unsatisfactory performance, conduct, continued need for the position, or any other facts as determined by SPSA to be in the best interest of SPSA. I understand that no contract of employment will alter my "at-will" relationship with SPSA except the Executive Director of SPSA may enter into any agreement for employment that may modify this "at-will" relationship only if such agreement is in writing and signed by me and the Executive Director.
- I, the undersigned, hereby authorize SPSA to contact firms or agencies I have indicated and to investigate background information which is pertinent to my employment and to hold harmless and release those firms or agencies from any claims for damages of any kind that may occur to me by reasons of furnishing such information.
- By typing my name below, I understand that I am applying my electronic signature and certifying that this application was completed by me and that all statements made in this application and any other pre-employment statements are true to the best of my knowledge and belief. I understand that any misstatement or omission of material facts therein may forfeit consideration for employment with SPSA or be grounds for my discharge once employed.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Receipt by \_\_\_\_\_ Date \_\_\_\_\_

**The Southeastern Public Service Authority complies with EEO/ADA guidelines  
and is a drug-free workplace.**