

SUPERVISOR: FLEET SERVICES MGR
DIVISION: FLEET
EFFECTIVE DATE: AUGUST 2022
FLSA STATUS: N-EXEMPT
EXTERNAL

WEST METRO FIRE RESCUE FLEET SERVICES SPECIALIST



NATURE OF WORK

This is a highly responsible administrative position performing a variety of complex and diverse administrative duties requiring confidentiality, discretion, independent judgment, initiative, organization, and extensive knowledge of District policies and procedures. This position provides a wide range of administrative support functions for fleet maintenance services. This position reports to the fleet manager.

ESSENTIAL DUTIES

Reconcile P-cards and monitor all financial transactions associated with fleet

Utilize accounting-based software in order to track invoices, purchases, and daily accounting

Monitor daily fuel level software, anticipate needs, and order fuel

Perform a variety of contact work with vendors with the intent of improving service delivery and pricing structures

Serve as liaison for internal divisions and outside agencies

Answer questions and assist in resolving issues

Shuttle staff vehicles when needed

Assist with parts management, including making deliveries, picking-up parts, and warehousing

Maintains an accurate inventory of parts and equipment

Performs customer service and administrative support

Maintain administrative files and participate in special projects

Maintains complex records and master files in accordance with established systems

Receives incoming telephone calls; accurately records information from callers and supplies information to appropriate members

Perform a variety of complex administrative, secretarial, and/or accounting clerical duties in support of assigned division

Review, research, and summarize a variety of fiscal, statistical, and administrative information

Coordinate and participate in the preparation of various reports, memoranda, and correspondence of a legal, technical, or confidential nature

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Microsoft Office Suite software applications

Knowledge of modern office practices, procedures, and equipment

Knowledge of modern telecommunication devices and smart devices

Proficient with basic math, English, writing, and typing

Proficient with basic operation of computers, printers, copiers, scanners, smart devices, and other office equipment

Must have excellent customer service and communication skills

Ability to maintain an amiable and effective working relationship with employees, other agencies, and the public

Ability to present a positive attitude in dealing with the public, members, employees, and elected officials

Ability to understand and follow moderately complex oral and written instruction

Ability to handle sensitive information confidentially and professionally

Ability to remain calm under time-sensitive pressure situations and assignments

Ability to prioritize multiple responsibilities into work schedule

Ability to problem solve, troubleshoot, and work through routine challenges

Ability to learn and navigate District software in a timely manner

Ability to interpret and follow directions, instructions, and manuals

Ability to effectively use good judgment at all times

MATERIALS AND EQUIPMENT DIRECTLY USED

Position operates computer terminals, keyboards, typewriter, telephone, fax machine, photocopy machine, calculator, postage scale and meter, books, files, paper shredder, smart devices, and vehicles

JOB REQUIREMENTS EDUCATION AND EXPERIENCE

ENTRY LEVEL

- High school diploma or GED equivalent
- Must type 50 words per minute or >
- Must have ability to work under time constraints and multitask
- Must be proficient in Microsoft Word, Publisher, Excel, and Outlook
- Strong customer service, organizational, telephone, and communication skills
- Must be proficient in math and English
- Must have great customer service internally and externally
- Ability to multitask while maintaining complex schedules and managing administrative support
- Must be proficient with utilization of smart devices

MASTERY LEVEL

- Bachelor's degree or greater in human resources, business, finance, engineering, or related field
- Certified Inventory Specialist (CIS) through the National Inventory Certification Association or equivalent
- 5 years' governmental/private district experience in an administrative role or related role
- 5 years' documented excellent work performance in role or equivalent
- Demonstrated ability to effectively communicate with-in all facets of the job
- Ability to multitask, prioritize and meet deadlines
- Provides excellent customer service to all employees, clients, and citizens

OTHER NECESSARY SPECIAL REQUIREMENTS

Must be at least 18 years of age. Must possess a valid Colorado Driver's License (or be eligible to obtain by time of employment) and exhibit a safe driving record. Failure to maintain a valid Driver's License and safe driving record is subject to Administrative Procedure #4104 Operation and Use of District Vehicles. Background investigation, polygraph, physical examination, and a substance screening required prior to employment

This is primarily sedentary office work. Must demonstrate the ability to meet the physical demands of the job including the ability to retrieve information from various locations in the office when needed. May include exposure to periods of high activity and high stress under demanding conditions. The position requires a great deal of communication with district staff, the public, and outside agencies. While performing the duties of this job, the candidate is regularly required to sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, stoop, kneel, crouch, crawl, and drive.

PHYSICAL DEMAND CHARACTERISTICS OF JOB

KEY:	
Never =	Not required
Occasionally (OCC) =	1% to 32% of workday (1 min. to 2.5 hrs. of 8-hr. day)
Frequently (FREQ) =	33% to 66% of workday (2.6 to 5.25 hrs. of 8-hr. day)
Constantly (CONSTANT) =	67% to 100% of workday (5.3 to 8 hrs. out of 8-hr. day)
Essential =	E
Marginal =	M

FUNCTION	NEVER	OCC	FREQ	CONSTANT	E/M	COMMENTS
SITTING			X----	----X	E	Sits for prolonged periods of time doing office work
STANDING			X		E	Depends on the amount of copier / filing and other work assigned
WALKING		X			E	To and from meetings, parts run, inventory check
PUSHING		X			E	File boxes, delivery packages, cleaning supplies, office supplies
PULLING		X			E	File boxes, delivery packages, cleaning supplies, office supplies
REACHING FORWARD AND AWAY FROM BODY			X		E	Filing, answering phones, driving, supply room, mailroom
REACHING BELOW WAIST		X			E	Supply room, office work, and to access low areas, mailroom
DRIVING		X			E	When required
CLIMBING LADDERS		X			N/A	(In archive room or shop)
WORKING AT HEIGHTS		X			N/A	(In archive room or shop)
TWISTING AT NECK			X		E	Filing, computer work, answering telephone
TWISTING AT WAIST		X			E	Filing, using copier

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PHYSICAL DEMAND CHARACTERISTICS OF JOB CONTINUED

FUNCTION	NEVER	OCC	FREQ	CONSTANT	E/M	COMMENTS
BENDING AT WAIST		X			E	Reach low areas, pick-up boxes, stock parts
SQUATTING AT KNEES		X			E	File, reach low areas, mailroom, supply room, and warehouse
CRAWLING	X				N/A	Never
CLIMBING / WALKING STAIRS		X			E	To access administration building when elevator is broken
KNEELING		X			E	To perform office work, stocking at supply room and warehouse
REACHING ABOVE SHOULDER HEIGHT		X			E	Stocking supply room and warehouse, filing, accessing high shelves

STRENGTH DEMANDS

LIFTING, CARRYING, PUSHING, PULLING	NEVER	OCC	FREQ	CONSTANT	E/M	COMMENTS
UNDER 10 LBS.			X		E	Office supplies, file boxes, mail bag, packages, books, parts
10 TO 20 LBS.		X			E	Files boxes, package deliveries, stock and deliver parts
21 TO 50 LBS.		X			E	File boxes and parts up to 30 LBS.
51 TO 100 LBS.	X				N/A	
OVER 100 LBS.	X				N/A	

❖ Achieve 12 METs annually administered by wellness director.

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HAND USAGE

FUNCTION	NEVER	OCC	FREQ	CONSTANT	E/M	COMMENTS
FINE FINGER MANIPULATION				X	E	Typing, manipulate small objects and tools, leaf through paperwork and plans, stapling, tools
GRASPING			X		E	Handling of all types of office supplies, equipment, tools, appliances, parts, and equipment
KEYBOARDING			X-----	-----X	E	Data entry, reports, forms, policy, procedures
WRITING		X----	----X		E	Forms, messages, plan reviews, checklists, notes, updates
REPETITIVE MOTION OF MORE THAN 1X EVERY 30 SECONDS			X			Operating keypads, typing
REPETITIVE MOTION OF LESS THAN 1X EVERY 30 SECONDS		X				Filing, stacking boxes, stacking supplies, stocking parts

ENVIRONMENTAL CHARACTERISTICS

CHARACTERISTIC	YES	NO	E/M	COMMENTS
EXTREME COLD		X	N/A	
EXTREME HEAT		X	N/A	
EXTREME MOISTURE		X	N/A	
HAZARDS	X		E	Supply room objects, electrical, trip/fall, slant/slope, ice on parking lot, low headroom, uneven ground, work areas in shop
EXTREME NOISE	X		E	Alarms, fire equipment, special events
VIBRATIONS		X	N/A	
FUMES	X		M	Exhaust from parking lot, bay