

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Admin Specialist 1	B	2	1	Non-Exempt
POSITION TITLE:	Fleet Program Coordinator		POSITION#:	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)	Date:	October 9, 2020		
SERVICE TYPE:	AFSCME			
Employee Name:		Department:	Public Works	Supervisor: Fleet Manager
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

Provides assistance and a variety of administrative support duties for the Fleet Services department; examples of some of the duties include: maintains the fuel system for the County, System administrator for the Fleet Management Systems; helps develop and monitors processes and procedures; gathers complex data and assists with cost and process evaluations; compiles and interprets data and options involving Fleet Management schedules. Assists customers on an as needed basis and provides adhoc reporting needs.

Essential Duties

No.	Major Functional Area (MFA)	% of Time per month
1.	<u>MFA: DATABASE & ACCOUNTING</u> Essential Duties: <ul style="list-style-type: none"> Serve as Fleet systems application specialist, ensure data integrity and appropriate user permissions. Train and assist Fleet Technicians with Fleet Systems Organize system upgrades Coordinate Site Visits and Regional Training Assist with closing of Fleet work orders Create and ensure accuracy with Period Processing Manage and create billing reports for departments/customers Create Preventive Maintenance Report and notify customers 	30%
2.	<u>MFA: ANALYSIS & REPORTING</u> Essential Duties: <ul style="list-style-type: none"> Develop and maintain the Fleet 5 year replacement cycle program Create, maintain and provide information on replacement schedule and cycles Create, calculate and maintain monthly replacement values and make recommendations based on analysis of the data for the purpose of County Budget Provide Annual requests, Accident Statistical Report and/or Performance Measures Report 	25%
4.	<u>MFA: FUEL SYSTEM MANAGEMENT</u> Essential Duties: <ul style="list-style-type: none"> Manage fuel/Diesel Exhaust fluid (DEF) Levels in Storage Tanks to ensure adequate supply and efficiency for County Fleet vehicles Review and coordinate payment of invoices for bulk fuel, propane and fuel system work Process annual fuel permits Coordinate monitoring, licensing, regular maintenance and repairs of County fuel facility: above ground, diesel, unleaded and propane tanks 	20%

	<ul style="list-style-type: none"> • Post automated fuel transactions daily • Maintain employee/vehicle fueling database for Petrovend (Phoenix) system, Card Lock cards and Fuel Transactions • Review and reconcile daily meter data 	
5.	<p>MFA: <u>FLEET EQUIPMENT</u></p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • New Equipment <ul style="list-style-type: none"> ○ Collect and maintain information regarding all data related to the purchase of each vehicle, includes establishing asset records in the Fleet System and hard files ○ Process invoices for payment • Disposal of Equipment <ul style="list-style-type: none"> ○ Prepare documentation regarding equipment going to auction for auction vendor • Maintain information and ensure compliance with the DMV <ul style="list-style-type: none"> ○ Responsible with the ability to track, update and request confidential plates for law enforcement 	15%
3.	<p>MFA: <u>CUSTOMER SERVICE</u></p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Provide vehicle related information to internal and external users including budgetary, tracking, and fault analysis • Provide general assistance to all fleet section employees. • Provide technical assistance to fleet employees 	10%
Percentages should total 100%		100%

Special Requirements related to essential functions e.g. certification, driver's license, professional licenses, bi-lingual, etc.

- | |
|--|
| <ul style="list-style-type: none"> • Valid Oregon driver's license • Fleet clerical/technical experience – Must be comfortable working in a Fleet shop environment • Microsoft Office experience • Excel reports and pivot tables • Database management |
|--|

Physical Requirements

<p>While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.</p>
--

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.