

City of Rapid City

Job Description

Job Title	Fleet Maintenance Coordinator		
Job Code:	FTMC	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	4/17/2023
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for writing specifications for purchasing equipment and managing the computerized tracking of equipment expense, equipment maintenance, and job costing programs.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Manages a comprehensive fleet maintenance program for a fleet of vehicles ranging from light passenger vehicles to heavy construction equipment.
- Works with City personnel to prioritize and schedule maintenance and repairs to support operational needs.
- Assures City owned vehicles comply with all federal, state and local laws and regulations.
- Assists in managing level of workload in equipment shop by coordinating scheduled maintenance with other equipment shop activities.
- Oversees the bid letting process at the division level in accordance with state law and City policy; writes detailed specifications for acquiring inventory; maintains inventory records and schedules from purchase through disposal.
- Manages computerized tracking, costing, and fleet related record keeping systems; provides training in use of computerized systems as needed; tracks repairs, inventory, fuel information, and labor costs; tracks unscheduled and emergency repair to determine any trends that may identify unusual patterns of problems or malfunctions.
- Maintains a clean and safe working environment.
- Provides expense analysis for use in budget preparation.
- Performs other duties as required.

Qualifications:

Education and/or Experience:

High school diploma and four years related experience and/or training in equipment services, as a mechanic, service writer, foreman, sales representative, fleet manager or a related field in the automotive industry. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.