

CITY OF GLENDALE

TITLE:	Fleet Systems Coordinator	CLASSCODE:	922
REPORTS TO:	Equipment Management Superintendent	GRADE:	23
DEPARTMENT:	Field Operations	FLSA:	N

JOB SPECIFICATION DATE: December 5, 2005 kd

JOB SUMMARY

Under general supervision, coordinates the division's fleet management system, fuel management and fuel tank monitoring systems, including analyzing and diagnosing problems to develop effective solutions for software and network applications; trains end-users; manages fleet billing program; and prepares various reports for operational and maintenance activities.

ESSENTIAL FUNCTIONS

1. Acts as systems coordinator for the division's fleet management system software, overseeing system maintenance, upgrades, user training and workflow.
2. Analyzes, modifies, tests and debugs new applications and new releases and enhancements to existing applications; troubleshoots computer network and workstation problems.
3. Manages the fleet billing program; prepares various reports on operations and maintenance activities within the division for use; and compiles budget-related statistical data for division and other department budgets as required.
4. Software administrator and vendor contact for the city's fuel management and fuel tank monitoring systems.
5. Participates in the maintenance and compliance process related to city owned and off-site fuel facilities.
6. Communicates and acts as a liaison with city departments, and service providers.
7. Investigates and resolves customer complaints.
8. Provides helpdesk support to other divisions within Field Operations.

SECONDARY FUNCTIONS

9. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Computer systems and vendor software applications necessary to support daily operations
Equipment management information and other data collection and reporting systems applications
Light and heavy equipment maintenance
Applicable safety regulations
Federal, state and county policies, procedures and laws
Current industry trends and best practices

Ability to:

Operate a personal computer and input data

Operate a variety of equipment and machinery requiring continuous or repetitive arm and hand movements

Work effectively with users, technical personnel, service writers, mechanics and vendors to achieve stated objectives

Develop clear and concise reports

Communicate effectively both verbally and in writing

Follow verbal and written instructions

Install, configure and support a variety of computer hardware and software including but not limited to desktop operating systems, hardware, software and server computer hardware and software

Continually learn and demonstrate new skills via hands on training, classroom training and self-study learning methods

Utilize an automated fleet management information system to record work performed and look up vehicle data

WORKING CONDITIONS

Office setting. The risks of exposure to electrical hazards can be substantially controlled by following safe handling practices when installing and upgrading equipment.

MINIMUM QUALIFICATIONS

Associates Degree in Computer Science, Business or related field and two years of experience working with fleet maintenance software and computer systems.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license