

FLEET OPERATIONS COORDINATOR

08620

WASHINGTON STATE DEPARTMENT OF PERSONNEL

08620

Specification for Class of

FLEET OPERATIONS COORDINATOR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Coordinates all statewide fleet operations within an agency or coordinates a major equipment fleet which exceeds 75 pieces of major equipment and/or vehicles. Responsible for acquisition, maintenance, transport, and surplus operations of agency vehicles and/or equipment. Participates in the formulation of policies and procedures governing the use of automotive, heavy and/or industrial commercial vehicles or equipment.

Typical Work

Reviews and recommends policies regarding the operation of vehicles, or equipment;

Researches and recommends new programs or procedures that will improve efficiency in fleet management;

Assists in the update of the automated program; analyzes vehicle or equipment operational reports and recommends changes, turn-ins, and transfer of vehicles or equipment to ensure maximum utilization;

Conducts studies, evaluates, and recommends the need for additional motor pools and the transfer of vehicles between existing pool;

Assists in the development and preparation of the division budget estimates for all costs associated with administration and operation;

Assists in the formulation of the annual vehicle or equipment replacement purchase; coordinates receipt of new vehicles or equipment and disposal of old vehicles or equipment;

Analyzes cost and income reports to determine cost per mile data and recommends changes in vehicle rental rates as necessary;

Administers equipment rebuild contracts;

Coordinates with various agencies, both within and outside the State, regarding all matters dealing with automotive, heavy and/or industrial commercial vehicles or equipment policies, procedures, and operations in general;

Performs other work as required.

Knowledge and Abilities

Knowledge of: automotive, heavy and/or industrial commercial vehicles or equipment specifications, scheduling, and motor pool operations.

Ability to: coordinate the operation of several motor pools located throughout the State; plan and conduct management analysis studies and surveys; write reports clearly and effectively; communicate and work effectively with others.

Minimum Qualifications

A Bachelor's degree in business administration, transportation, or related field.

AND

Three (3) years' managerial or administrative experience in operating an automotive, heavy and/or industrial commercial vehicles or equipment fleet.

Qualifying experience may be substituted, year for year, for education.

New class: 6-9-75

Revised definition, minimum qualifications and title change (formerly Manager, Motor Vehicle Operations): 5-11-84

Revised definition, minimum qualifications and title change (formerly Motor Vehicle Operations Coordinator): 4-11-86

Revised definition: 5-14-99