FLEET SERVICES ASSISTANT

POSITION SUMMARY

This position will ensure availability of essential parts for the repair and maintenance of city equipment through inventory controls, parts procurement, order expediting, data entry, exporting and importing data between software, proper record development and maintenance, work order creation and maintenance, and the receiving, stocking and disbursing of parts.

RESPONSIBILITIES

Essential Duties:

- Support fleet personnel through fulfillment of requests for parts and supplies;
- Generate, prioritize, update and close work orders;
- Monitor work order status;
- Update equipment and parts inventory database;
- Ensure material security to reduce loss and theft;
- Identify manufacturer and aftermarket part numbers to make correct orders;
- Source, order, receive and deliver non-stock items from vendors;
- Expedite parts orders as necessary based on inventory status and the need of parts for immediate repairs;
- Perform parts pickup and delivery, including the loading and unloading of trucks;
- Document and post inventory and purchase transactions in the fleet management software program;
- Maintains city vehicle and equipment insurance claims, licensing and titles;
- Ensure parts are charged to appropriate department;
- Maintains fleet data management systems, responsible for filing fleet invoices through the management system;
- Assists in the collection of data and preparation of routine and specialized reports;
- Maintain inventory location tracking system;
- Assume other duties as assigned by supervisor.

Knowledge, Skills and Abilities (position requirements at entry):

- Knowledge of office practices, procedures and equipment, computers and job-related software programs;
- Knowledge of fleet management software programs to allow effective management and tracking of stock and the needs of vehicle job orders;
- Knowledge of city procurement policies and procedures;
- Knowledge of inventory management methods and techniques in order to improve the availability of regularly used items within the inventory;
- Knowledge of records management principles;
- Knowledge of automotive and heavy equipment parts, parts manuals, and tools to increase efficiency finding and sourcing parts with vendors;
- Knowledge of warehousing procedures to ensure inventory is easy to find and to easily identify variances;

- Ability to read and understand written work documents;
- Ability to file alphabetically and numerically;
- Ability to deal with people in a professional manner in all types of situations;
- Excellent customer service skills;
- Ability to effectively communicate both verbally and in writing;
- Ability to adapt to changing priorities and work environments;
- Ability to lift and carry equipment and materials up to 50 pounds alone and more weight with assistance.

Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments.
- Makes recommendations to work procedures, policies, and practices.
- Refers unusual problems to supervisor.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- No supervisory responsibility.

Relation to Others:

- Requires a great deal of interpersonal and communication skills to establish and maintain internal and external relationships.
- Offers suggestions to improve the Fleet department as well as the ability to help make other departments more efficient.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Degree (G.E.D.)
- One to three years' experience in procurement, purchasing, data entry, administrative support, parts related field pertaining to automotive or heavy equipment, or parts shipping and receiving, .
- Or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License.
- Computer literacy and excellent proficiency with Microsoft Office and Outlook.
- Forklift Certification – must obtain within probationary period.

WORKING CONDITIONS

Environment:

FLEET SERVICES ASSISTANT

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Work is performed within routine office/shop environment; work conditions involve some exposure to moderate risk of accident and requires following basic safety precautions. Physical demands include some moderate physical activity that includes prolonged standing and sitting, handling moderate weight objects and/or carrying equipment.
- Requires the use of forklift.
- Work may require routine travel to obtain parts.
- May up to 50 pounds of force frequently, up to 20 pounds of force consistently to move objects.

Classification: Grade 12 (PW-12)
FLSA: Non Exempt
Created: 3/17/16
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Updated by: Jim Jablonsky, PW Director Zuroff, HR Coordinator Nameniuk; 08/09/18, HR Torgerson 6/24/22. HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.