

Fleet Coordinator

Position Summary:

The Fleet Coordinator is responsible for ensuring that department staff have access to department vehicles needed to perform their work functions. The Fleet Coordinator manages all department vehicles, drivers, and related assets, including their operations, conditions, external and internal policy compliance, and overall performance. The Fleet Coordinator also supports other logistical needs of the department, including emergency preparedness. This position coordinates with the Warehouse Logistics Coordinator and may assist with courier functions.

Essential Duties:

- Manages the maintenance, repair, operation, and deployment of all department vehicles and related equipment.
- Conducts vehicle needs assessment, placement, monitoring, and overall vehicle program evaluation.
- Provides suggestions for purchasing equipment as necessary.
- Problem solves fleet and equipment related issues.
- Ensures the successful completion of required state vehicle inspections and emissions testing.
- Works in coordination and cooperation with the local government motor vehicle management and submits required reports.
- Maintains logs for routes and mileage.
- Maintains current information on fleet management software.
- Maintain vehicle information and inspection records.
- Purchases minor equipment when needed.
- Ensures that urgent or emergency repairs are made.
- Drives and instructs others to drive and operate all department equipment and vehicles.
- Drives, maintains, and supports the department's mobile wellness clinic.
- Tracks employee driver's licenses and renewals.
- Orients new staff on the use of cars, incident reports, gas pumps, and electric charging.
- Performs courier duties as needed.
- Supports public health emergency preparedness program as needed.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job. The and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.

- 7.10. Applies critical thinking in decision making.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 7.13. Engages in performance management.

Qualifications:

- High school graduate or equivalent.
- Two to three years' previous experience preferred.

Required Knowledge Skills and Abilities:

- Knowledge of health and safety regulations related to vehicle management.
- Knowledge of vehicle maintenance.
- Problem-solving skills.
- Communication skills.
- Relationship-building skills.
- Organizational skills.
- Time management skills.
- Ability to learn and use fleet management software.
- Ability to operate various types of vehicles.
- Ability to follow protocol, procedures, and guidelines.
- Ability to meet deadlines with various deliverables.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Crouching/stooping.
- Driving.
- Far visual acuity.
- Fine motor manipulation.
- Gross motor manipulation.
- Hearing.
- Kneeling.
- Lifting/carrying.
- Moving objects.
- Near visual acuity.
- Peripheral vision acuity.
- Reaching overhead and below.
- Sitting.
- Speaking.
- Using foot or leg controls.
- Walking/standing.

The Health Department is an equal opportunity employer.

This work is supported by funds made available from the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS), National Center for STLT Public Health Infrastructure and Workforce, through OE22-2203: Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems grant. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.