



Town of Oro Valley Classification Description

Title: **FLEET CONTROL SPECIALIST**
Job Code: 3720
FLSA Status: Non-Exempt

Department: Police
Salary Grade: 108

POSITION SUMMARY:

Under general supervision of the Fleet Manager or designated representative, schedules or performs general maintenance of the Town Fleet equipment and vehicles at a moderate level, and completes related assignments including completing and maintaining records of work scheduled or performed.

ESSENTIAL JOB FUNCTIONS:

- A. Performs or schedules general maintenance of assigned Town Fleet equipment and vehicles.
- B. Interacts and establishes contacts with multiple vendors to assist with research and recommendations when purchasing vehicles, equipment and supplies.
- C. Able to keep and maintain accurate records using the Cartegraph and Fleet Maintenance computer programs.
- D. Assist with the assignment and oversight of tasks completed by C.V.A.P. volunteers.
- E. Performs other related duties as required.
- F. Performs Preventative Maintenance inspections on equipment and vehicles by performing oil changes, changing flat tires, and performing minor routine repairs to vehicles and equipment.
- G. Routes vehicles to dealers or repair shops.
- H. Helps maintain the shop and office area by cleaning tools, equipment, emptying trash and sweeping and mopping of floors.
- I. Provides input to the Fleet Manager in deciding repairs that will be completed in house or sent to dealers or outside repair shops.
- J. Assists Fleet Manager in establishing and maintaining preventive maintenance programs, policies and procedures.
- K. Completes inspections and repairs to Town equipment and vehicles.
- L. Reviews work completed by Fleet Maintenance Mechanic I, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Town and Police Department policies related to researching, purchasing or maintaining vehicles, equipment and supplies.
- Knowledge of State and Federal laws with regards to the acquisition of vehicles, equipment and supplies by a government entity.

- Ability to work with minimum supervision in completing inspections and repairs to Town equipment and vehicles.
- Skilled in effectively diagnosing and troubleshooting required maintenance and repair on Town Fleet equipment and vehicles.
- Skilled in maintaining accurate records of work projects and supply usage.
- Skilled in prioritizing multiple tasks and demands.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Five (5) years of experience in general automotive repair and preventive maintenance.
- Must possess a minimum of 2 ASE certifications, including Brake Systems of vehicles or an equivalent combination of education and work experience and the ability to obtain ASE certifications as required.
- Must possess at time of application and maintain an Arizona driver license.
- Must possess or obtain a Class 'B' CDL driver's license within 12 months of employment.
- Successfully complete background investigation.
- Must have mechanical skills to complete routine inspections and general maintenance on Town Equipment and Vehicles.
- Must have basic computer skills to be able to utilize Word, Microsoft Outlook and the Cartegraph Work Order and Fleet Maintenance modules.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.