

POSITION DESCRIPTION

POSITION: Fleet Coordinator

POSTING DATE:8-8-16

LOCATION: P&E Office

CLOSING DATE: 8-19-16

SALARY: \$18.45 Non-Exempt Negotiable

PAY GRADE: 5

Reports to: Public Works Director **Department/Office:** Public Works Division: Tribal Administration

GENERAL RESPONSIBILITIES: The Fleet Coordinator manages the operation, maintenance and repair of the Tribe's motor vehicles and equipment of the Stockbridge-Munsee Community.

DUTIES:

1. Assists in the development of the annual fiscal budget with the Public Works Director.
2. Implement and monitor expenditures for fleet office utilizing the current purchase requisition system.
3. Assesses departmental vehicle and equipment needs; making recommendations for purchase and replacement schedule.
4. Complete inspections and check-in/check-out of fleet vehicles and equipment.
5. Ensure all vehicles have mileage logs available for daily use.
6. Turn in monthly mileage logs to Public Works Director.
7. Maintain and execute vehicle and equipment lease/rental agreements and inspections.
8. Complete billing to departments for vehicle leases and rentals.
9. Maintain accurate records of vehicles and equipment.
10. Schedule and complete routine and non-routine fleet maintenance, schedule fleet usage and coordinate with the appropriate departments to ensure proper insurance coverage, vehicle licensing, driver eligibility and registration.
11. Repair all tribal vehicles and equipment for minor and major breakdowns. Schedule work for outsource repair when work is unable to be completed in house.
12. Prepares all necessary departmental reports.
13. Must be able to work weekends and holidays, if required (for example: during snow removal, project deadlines, or emergencies.)
14. Must maintain an acceptable departmental attendance record.
15. Must be reliable and prompt when reporting to work.
16. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
17. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
18. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

19. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Must possess a High School Diploma.
2. AA Degree in Mechanical or Automotive, or three (3) years of previous successful working experience in vehicle and equipment repair and completion of some of the ASE Certified Tech (L1, L2, L3) and ASE Certified Part Specialist (P1 and P2)
3. Completion of all ASE Certified Repair Tech (L1, L2, L3) certification and ASE Certified Parts Specialist (P1 and P2) certification will be required within one (1) year of employment. The cost of the certifications will be covered by the department as long as the employee remains in this position for 2 years after completion of the certifications.
4. One (1) year of parts counterperson or managing a wholesale, retail or in house parts store/department is preferred.
5. Must be able to obtain and maintain coverage under the employer's liability insurance.
6. Must have basic keyboarding skills.
7. Must be proficient in Microsoft Word and Excel, may be required to satisfactorily complete an exam or other testing required to determine skill proficiency.
8. Must be organized and have an eye for detailed record keeping.
9. Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.
10. Must be dependable.
11. Must be willing to attend all applicable training.
12. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
14. Must be able to meet physical requirements of position.
15. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
16. Must meet the physical requirements of the position such as sitting, standing, climbing, walking, lifting up to 100 lbs., occasionally pulling, pushing, grasping, reaching, stooping, crouching, and crawling.
17. Must abide by the departmental and organizational safety guidelines/ testing such as uniforms or safety gear.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

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New Position:

Tribal Council Approved:

Exec Dir HR Approved: 7-12-16

Apply online at:

www.mohican-nsn.gov