

SHERIFF'S OFFICE FLEET SERVICES COORDINATOR

DEFINITION

Plans, organizes and coordinates Sheriff's Office Vehicle Fleet Services and provides administrative support within the Lane County-Sheriff's Office. This includes researching vehicle and equipment costs, writing recommendations, ordering and managing vehicles and equipment; facilitating and/or planning for proper equipment use, storage, maintenance, repair and disposition. Performs a variety of administrative functions relative to the assigned area of responsibility: records history and maintenance of each vehicle; prepares detailed reports for budget; develops goals and recommendations for future fleet management operations. Coordinates fleet services activities and performs related duties as assigned with the Police Services, Support Services and Corrections divisions of the Lane County Sheriff's Office.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Implements policies and procedures; ensures compliance with rules and regulations.

Develops and recommends goals and objectives and their implementation, which include: evaluating operations and activities of Sheriff's Office vehicle fleet, recommending improvements and modifications; analyzing and participating in budget preparation; preparing budget recommendations based on annual operational cost estimates; monitoring and controlling expenditures, preparing specifications and recommendations on the acquisition of new vehicles, equipment and maintenance.

Establishes schedules and methods for the purchase, maintenance/repair and deployment of vehicles as well as for the proper use, storage and disposition of vehicles and equipment.

Acquires state bids for the purchase and "building" of the vehicles and equipment to Lane County Sheriff's Office specifications.

Researches and contracts vendors for different maintenance/repair and purchase options and maintains administrative files for reference.

LANE COUNTY
Sheriff's Office Fleet Services Coordinator (Continued)

EXAMPLES OF DUTIES (Continued)

Plans, prioritizes, assigns and reviews the work of vehicle maintenance contractors; acts as a liaison between the sheriff's office and the vendors; obtains and supervises bids; negotiates discounts; assures pricing is as contracted.

Maintains individual file per vehicle including:

Manages the licensing and titles for the new vehicle application, Issues unit #'s, keys and enters unit into the fleet system.

Licenses, titles, Unit #, keys, repairs, tune-ups, equipment added, tires, factory warranty, oil, fuel and computer reports including contract and work from purchase to disposal.

Facilitates damaged vehicle repairs, tow bills, insurance follow ups and paper trail per vehicle; coordinates major vehicle repairs, factory recalls, and warranty work; determines replacement costs per vehicle and billing to each program responsible.

Advises managers when routine maintenance of vehicles and equipment are due; works with managers to ensure vehicle damage is tracked properly; assures vehicles are serviced timely and properly. Coordinates the disposal of used vehicles and equipment through auction contract, including preparation for the auction, disperses titles and manages finances.

Reviews fuel, maintenance and repair invoices and codes for computer entry or supervises volunteers and/or extra help completing data entry.

Performs a variety of operations, activities and studies for year end reports; designs, prepares and presents a series of technical reports as well as various complex analyses.

Updates and maintains the current computer fleet management system or supervises volunteers and/or extra help completing data entry.

Acts as a vehicle information resource to the employees who are assigned to use Sheriff's Office fleet vehicles.

LANE COUNTY
Sheriff's Office Fleet Services Coordinator (Continued)

MINIMUM QUALIFICATIONS

Knowledge of:

Vehicles, parts functions and their locations on the vehicles for data entry purposes.

Contemporary vehicle maintenance principles.

The role and nature of vehicle use in a law enforcement organization.

Principles and practices of fleet management.

The use of special law enforcement vehicle equipment including communications, safety, emergency lights, sirens, prisoner custody, etc.

Principles and methods of developing procedures and their implementation.

Principles and methods of maintaining police emergency and various support vehicles in reliable and safe condition.

Principles and practices of budget analysis, preparation and monitoring.

Principles of work planning and organization.

Report writing methods and techniques.

Principles and practices of accounting and statistics.

Modern office procedures, methods and computer equipment.

Pertinent state, local and federal laws, rules and regulations including public purchasing and contracting laws and regulations.

Ability to:

Plan, organize and supervise technical and administrative functions of fleet services and operations.

Prepare and monitor a budget.

LANE COUNTY
Sheriff's Office Fleet Services Coordinator (Continued)

Ability to:

Prepare and present complex technical and management reports.

Understand and evaluate equipment management systems.

Write equipment specifications.

Calculate vehicle replacement fund requirements.

Interpret and apply county and departmental policies, procedures, rules and regulations.

Negotiate and manage service contracts with private and/or public vehicle maintenance providers.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Training:

Equivalent to completion of two years of college-level course work preferably in business administration, public administration, fiscal management or a related field.

Experience:

Three years of increasingly responsible experience in fleet management.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.