

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-26**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Fleet Service Coordinator
OPENING DATE:	April 11, 2018
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Works/Fleet Management
SALARY RANGE:	NE-8; \$24,211 - \$36,338

Position Summary:

Under general direction of the Fleet Manager, serves as the point of contact for coordinating and scheduling preventative maintenance, repair requests, and emergency assistance for Pueblo vehicles. Maintains comprehensive database of services rendered and other required information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Greets visitors/customers; answers incoming calls; determines purpose of visit/call; ensures appropriate response in a professional and courteous demeanor.
- Orders required parts based on parts/materials list provided by Shop Technicians; orders office supplies and services.
- Develops and maintains communications with vendors regarding availability of parts, pricing, delivery and/or pick up schedules, and backorders.
- Maintains inventory of incoming and outgoing parts and supplies.
- Establishes and maintains filing system appropriate to program.
- Maintains comprehensive database for preventative maintenance that includes due dates, type of maintenance required, and notification to customers.
- Maintains comprehensive database of services performed and parts used on individual vehicles.
- Receives requests for repairs, develops work orders, and schedules service dates.
- Provides clear communication to Shop Technicians regarding specifics of work orders.
- Schedules/prioritizes work in coordination with Manager, Shop Technicians, and needs of customers.
- Tracks work orders to determine progress of work; closes out work orders at completion.
- Maintains motor pool services including unit assignments, readiness of units, outgoing and incoming condition of units, and key & FOB management.
- Develops required narrative and statistical reports.
- Observes safety and health requirements applicable to work environment; reports warranted unsafe condition(s) to Fleet Manager.
- Assists with or retrieves stalled Pueblo-owned vehicles and pool units; transports vehicles to other specialized facilities as necessary.
- Maintains professional and technical knowledge by attending relevant training and workshops.
- Performs other duties as required.

Minimum Qualifications:

- High School diploma or GED required.
- Microsoft Word and Excel proficiency required.
- Two years automotive repair experience required.
- Completion of an automotive repair curriculum preferred.
- At combination of relevant education and directly related experience may be considered.

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Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Fleet Service Coordinator is designated as a Low Risk Public Trust (LRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of basic office practices, procedures, and equipment use.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Basic knowledge of automotive parts identification.
- Basic knowledge of principles, materials, methods, practices, and equipment used in automotive maintenance and repair.
- Basic knowledge of preventative maintenance processes and procedures.
- Basic knowledge of troubleshooting techniques and diagnostics/repair codes.
- Knowledge, ability, and skill in service and inventory database management.
- Knowledge of occupational hazards, safe working practices, and safety precautions.
- Ability to communicate effectively both verbally and in writing.
- Ability to interpret diagnostics/repair codes.
- Ability to develop comprehensive work orders and to develop requests for purchases.
- Ability to handle multiple tasks, create or adjust schedules, and meet deadlines.
- Ability to establish and maintain positive working relationships with customers and co-workers.
- Basic skill in reading and interpreting shop manuals and schematics.
- Skill in operating office machines; skill in computer use, including Word, Excel, Outlook, and software unique to program operations.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES