

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-24-13

Closing Date: Open until filled



POSITION TITLE: Fleet Specialist

DEPARTMENT: General Services

Position Summary:

Under general supervision of the Director of General Services plans, directs, coordinates, implements, and providing for the proper acquisition, utilization, protection, and disposition of WIHCC owned, AZDOT 5310 vehicles, and GSA leased fleet property. Confirms all legal, professional documents, insurance and bonding requirements are met prior to department use; preparing reports; recording documents; maintaining the maintenance log and filing system; and working with department managers to administer maintenance of units. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

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

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Ensures professional interaction with colleagues, other public agencies, developers, contractors, consultants and the general public.
- Assists in the management and operation of a fleet consisting of approximately 32 GSA leased vehicles and over 4,000 WIHCC owned fixed assets; to include ADOT 5310 vehicles.
- Maintains accurate records of vehicles and assets for official reporting.
- Ensures compliance with government (federal, state, tribal) rules and regulations and files paperwork in support of this compliance.
- Completes analysis, administration, invoicing (i.e. WEX, AZDOT) and/or management for WIHCC's fleet assets.
- Assists in making policy and metrics dashboard standards for fleet utilization and fleet modernization.
- Collects and analyzes data used to administer policy and recommend improvements.
- Oversees the implementation and management of the new Telematics (GeoTab).
- Prepares and submits annual vehicle replacement plans and orders new vehicles via WIHCC Financial System - Oracle.
- Provides fleet management resource support to WHICC staff, GSA, repair shops and non-medical transporters.
- Ensures accurate and timely reporting, tracking, and/or scheduling of utilization, fuel consumption, vehicle recalls, warranty repairs, accident reporting, maintenance, etc. for operational budgeting purposes.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED and one year of experience in related field required. Associates degree preferred. Experience in interpreting and utilizing fleet policies, regulations, procedures and instructions to perform fleet management duties, operation of computerized information systems to facilitate fleet management, conduct research, resolve discrepancies, file maintenance, and preparation of a variety of forms and reports. This experience must have demonstrated knowledge of fleet operations; familiarity with Federal, State, and municipal regulations governing the use of transportation vehicles; and the maintenance of inventories and cost computations. Experience in transportation or general logistics. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the

requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of methods, materials, tools, parts, and techniques used in the repair and maintenance of vehicles and equipment.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of automotive industry, shop equipment and automotive trouble shooting.
- Knowledge of fleet management.
- Knowledge with FMCSA regulations and DOT reporting requirements.
- Knowledge of customer service practices and policies.
- Knowledge of general understanding of vehicle components and requirements
- Ability to adapt to changes in the work environment, manage competing demands, and effectively navigate a fast-paced, ever-changing environment
- Ability to managing a variety of competing tasks and priorities while meeting deadlines.
- Ability to negotiate, as necessary, and process all requests of changes/modifications.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Holidays, Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.