

Vehicle Fleet Maintenance Coordinator

Full Time Clerical

Denver, CO, US

2 days ago, Requisition ID: 1537

Apply

Salary Range: \$65,000.00 To \$75,000.00 Annually

Job Title: Vehicle Fleet Maintenance Coordinator

Reports to: Chief Mechanical Officer

Position Summary:

The primary duties of the Vehicle Fleet Maintenance Coordinator are to plan, organize and direct the contractor performed maintenance, service, and repair of the company's vehicles and equipment.

Denver Transit Operators has a fleet of approximately 50 vehicles, ranging from small light duty vehicles to large commercial motor vehicles. This position also oversees the maintenance, service, and repair of smaller, engine operated support equipment, such as generators, light plants, small gas-powered equipment, forklifts, as well as off road construction equipment and trailers.

This position has full oversight of the fleet pertaining to safety, reliability, training, compliance with federal, state and local regulations, scheduling and oversight of contracted preventative maintenance and repairs. This includes managing parts inventory, tracking vehicle usage, and ensuring compliance with relevant regulations, all while aiming to optimize the fleet's efficiency and lifecycle.

This position may also self-perform light to medium repairs, preventive maintenance tasks, and upfits/down fits of non-revenue vehicles.

Description of Duties:

- **Maintenance Scheduling:** Oversee a preventative maintenance schedule for all fleet vehicles, including oil changes, tire rotations/repairs, inspections, upfits/down fits and other necessary services.
- **Repair Coordination:** Manage vehicle repairs by identifying issues, contacting external repair shops or vendors, obtaining quotes, and scheduling repairs. Handle work orders on all repairs and maintenance services, as well as maintain accurate repair history records.
- **Vehicle Transportation:** Coordinate movement of vehicles to and from repairs facilities in the Denver area, to include driving vehicles to and from shops.
- **Parts Inventory Management:** Maintain an inventory of spare parts and ensure adequate stock levels to support timely repairs. Perform physical audits of vehicle fleet emergency supplies and tools.
- **Vehicle Tracking:** Monitor vehicle usage through tracking systems to identify potential problems, analyze fuel consumption, and optimize fleet allocation.
- **Compliance Management:** Ensure adherence to all relevant regulations pertaining to vehicle maintenance and safety standards, including DOT regulations. Properly maintain and audit vehicle and equipment profiles for licensing, registration, and insurance
- **Cost Control:** Analyze maintenance costs, identify opportunities for cost reduction. Contribute to the annual budget process and vehicle renewal plan.
- **Reporting and Analysis:** Generate reports on fleet maintenance activities, including repair costs, vehicle usage, and compliance status. Organize and maintain inventory of vehicle titles, spare keys, etc.
- **Vendor Management:** Establish and maintain relationships with external vendors like repair shops and parts suppliers.
- **Communication and Collaboration:** Coordinate with drivers, vendors, and other departments to address maintenance needs and ensure smooth fleet operations.
- **Training:** Train employees and vendors on the safe and efficient operation of equipment.

· Performing minor repairs and troubleshooting: Utilizing a mechanical skillset, performing limited small repairs to vehicles and other motorized equipment, as well as, troubleshooting defective vehicles.

Qualifications:

- High School Diploma or GED, required**
- Certificate related to automotive or equipment maintenance/technology, preferred**
- 2 or more years of experience working in an automotive or equipment maintenance environment**
- Knowledgeable of DOT & FMCSA regulations and requirements, required.**
- Strong computer skills in Microsoft Office Suite**
- Experience with a maintenance/inventory management system.**
- Ability to think through problems independently and resolve issues as they arise**
- Ability to prioritize and accomplish multiple tasks with minimal supervision**
- Possess strong communication skills to work with diverse groups, both internally and externally**
- Demonstrated ability to exercise judgment in the selection of proper tools, methods, and equipment**
- Ability to comply with all safety rules and instructions including the use of proper personal protective equipment**
- Ability to interact constructively and establish and maintain cooperative working relationships with external stakeholders and employees at all levels of the organization**
- Must possess a valid state driver's license, including the ability to obtain a Class A CDL with Air Brake Endorsement, within 180 days of employment, at company cost.**
- Must pass a pre-employment DOT physical examination**
- Must be eligible to work in the U.S. and successfully pass a pre-employment background check, drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy**

Work Environment/Physical Requirements:

- **Primary office based with some mechanical shop-based and field-based work (work inside and outdoors)**
- **Must be able to sit, walk, climb ladders, talk and listen, and reach with hands and arms.**
- **Safely operate various equipment such as vehicles, forklifts, aerial lifts, etc.**