



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Assistant Fleet Manager** is responsible for assisting the Fleet Manager in managing and maintaining Transit System fleet of vehicle to optimal functionality, performance, and appearance according to all local, Maine Department of Transportation, department of motor vehicles and Federal Transit Administration regulations and the WCAP Fleet Maintenance Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist Fleet Manager in preventive maintenance and repair program for fleet.
2. Responsible for cleaning and sanitizing the fleet. This includes vacuuming, wiping down surfaces, dusting, glass cleaning, trash removal, etc.
3. Assist Fleet Manager with agency vehicle registrations and state inspections.
4. Assist with in house annual inspections of Agency vehicles, 6 months after state inspections.
5. Assist Fleet Manager in managing comprehensive fleet asset management and maintenance system in accordance with the Federal Transit Administration Transit Asset Management plan.
6. Assist with analyzing vehicle repair data to make recommendations regarding the repair or replacement of vehicles; and provides recommendations regarding distribution, operation, inventorying and use of equipment.
7. Collaborates with Fleet Manager, Driver supervisor and Dispatch supervisor to ensure optimal fleet operation and fleet coverage.
8. Monitors/reviews Pre & Post Trip Inspection Forms for Agency vehicles.
9. Assist Fleet Manager in managing vehicle replacement program for both Agency owned and federally owned vehicles.
10. Assembles/disperses/tracks safety related equipment for vehicles, such as fire extinguishers, First Aid kits, spill kits, and wheel stops.
11. Performs other tasks as assigned.

Professional Development

1. Maintains a high level and working knowledge of current State and Federal regulations governing all aspects relevant to this position.
2. Participates in any required trainings, meetings and professional development activities.

Safety and Wellness

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

Position Title:

Transit System Assistant Fleet Manager.

Department:

Transit Systems

Reports To:

Fleet Manager

Supervises:

N/A

FLSA Status:

Non-Exempt

Salary Range:

RH1/L1

Last Revised/Approved:

December 2021

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must use hands to finger, handle or feel; frequently stand, walk, sit and talk or hear, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. Regularly required to carry up to 10 pounds, and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. This position requires the ability to pass a physical examination.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both a business office setting and vehicle maintenance garage. Noise level ranges from quiet to loud. Assigned work may require travel within the local or neighboring communities. This position is a full-time hourly position that requires a flexible schedule. Evening and weekend time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval. Participates in the On-Call Phone Rotation schedule.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Adequate transportation and ability to meet and maintain WCAP's minimum insurance requirements.
- Ability to meet WCAP background clearance requirements.
- Ability to pass pre-employment and on-going random drug-alcohol testing.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- Must be able to maintain data in and report from fleet inventory and maintenance software.
- Must have a minimum of 2 years knowledge of maintaining fleet vehicle.
- Must have excellent verbal and written communication skills.
- Must be familiar with Region 5 service area.

- Prior agency driving experience a plus.
- Must be Familiar with State and Federal regulations.

Education Requirements:

The following education requirements are considered essential:

- High School Diploma or equivalent.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date

RH2/L2