

Greater Vancouver Regional District

Position Description: Fleet Services Asset Coordinator (G604)

January 2017

PURPOSE OF POSITION:

Reporting to the Program Manager Fleet & Materials or his/her designate, the incumbent assists in creating the specification, procurement, outfitting and retirement of motor vehicles and mobile equipment/machinery under the managerial oversight of Fleet Services. Additionally, the incumbent will perform or request and file/record a variety of inspections, condition assessments, data collection and regulatory compliance documentation related to the motor vehicles and mobile equipment/machinery in Fleet Services.

DUTIES: *(Duties described are intended to be representative of the position and are not to be considered as all-inclusive.)*

Inspects various mobile equipment, prepares vehicle / equipment condition reports.

Coordinates user group requests and ensures timely responses. Liaise between Fleet, Maintenance and purchasing / Finance teams.

Performs detailed vehicle / equipment market research and prepares report

Effectively and accurately communicates relevant project information to the supplier, client, and project team

Tracks project progress and change orders and ensures project needs are met in a timely and cost effective manner

Collects asset inventory data including unique identifier asset tagging.

Develops and maintains database of condition/assessment inspections and asset inventory.

Develops condition inspection/assessment forms as required.

Produces reports on condition assessment and recommendations for maintenance.

Provides cost estimates for external work identified as being necessary through inspections.

Assists the Fleet Project Engineer in developing the Asset Replacement and New Acquisition

Program as necessary.

Performs data collection of all asset information necessary for the procurement/replacement and maintenance/inspection of assets to provide services required for safe and timely customer service to end users.

Manages, develops and updates motor vehicle and mobile equipment/machinery outfitting, which

may include working drawings.

Provides recommendations for maintenance and report on implementation status.

Assists Supervisor, Fleet Maintenance in developing inspection/maintenance programs for various asset categories.

Utilizes corporate asset management software and incorporates Fleet Services assets and management requirements.

Participates in the development of Safe Work Procedures. Performs related duties as required.

REQUIREMENTS:

Completion of the 12th school grade supplemented by technical/ business courses from a recognized educational institution and sound related experience in a related environment (production or maintenance); or an equivalent combination of training and experience.

Trades qualification certificate (Heavy duty, automotive or commercial transport).

Demonstrated working knowledge of automotive vehicle repairs and diagnostics.

Thorough knowledge of the operation and repair of large pumps, diesels, dual fuel engines and their installation.

Proficient in MS Office including Excel, Word, Outlook.

Considerable knowledge of the fleet procedures and regulations applicable to the work performed.

Commercial Vehicle Inspection Certificate an asset.

Working knowledge of marine equipment installation and repair procedures an asset.

Knowledge and experience in development of vehicle / equipment specification and procurement procedure is an asset.

Working knowledge in asset management software is an asset.

Knowledge of standard motor vehicle and mobile equipment/machinery engineering terminology and applicable practices.

Working knowledge of engineering drawings and specifications.

Considerable knowledge of proper safety procedures, WorkSafe BC requirements, environmental regulatory requirements and other statutory requirements such as NSC, CVSE, Transport Canada

Marine Vessel regulations and CMVSS.

Ability to prepare and maintain schedules, records and reports related to the work.

Ability to establish and maintain effective working relationships and to deal tactfully and diplomatically with a variety of internal and external contacts.

Excellent interpersonal skills with a focus on achieving goals through problem solving and collaboration.

Good verbal and written communication skills.

Proven ability to work both independently and in teams and prioritize work assignments.

Familiar with condition reporting on various vehicles and equipment.

Familiar with inventory management.

Physically capable of performing the duties of the position.

Ability to work shift work as required.

Valid Class 5 BC Driver's License.