

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Fleet Coordinator
Salary:	\$45,607 - \$55,000
Bureau/Division:	Administration – Facilities
Period:	March 4, 2014 - March 24, 2014

JOB DESCRIPTION

The Office of the Comptroller is seeking to hire a Fleet Coordinator within the Bureau of Administration's Office of Facilities & Support. The Fleet Coordinator will manage the Comptroller's Office fleet of ten vehicles located at the Brooklyn Navy Yard. Candidate should work well independently, be proactive and exercise good judgment and decision making skills. This position is chiefly responsible for ensuring vehicles are well maintained and ready for use at all times. This position plays a critical role to ensure event materials emergency requests and routine transportation needs are met safely to support agency operations.

This position reports to the Director of Support Services, and responsibilities will include, but are not limited to, the following:

- Maintains accurate records of vehicle utilization, fuel usage and investigates concerns involving vehicle operation and performance; maintains necessary cost and control records either as to vehicles and equipment or to goods and materials in the matter of their transport;
- Ensures all vehicles are fully prepped for usage including overall vehicle cleanliness; fuel cards, insurance information, emergency assistance information is up to date and included in the vehicle at all times;
- Ensures all vehicle inspections and registrations are properly filed with NYS Department of Motor Vehicles;
- Implements a preventative maintenance schedule of all vehicles which includes oil changes, tire rotation, fluids, etc.; coordinates repair work as required following prescribed guidelines;
- Displays safe and appropriate driving skills; abides by all NYS and New York City laws and parking rules;
- Investigates and documents all motor vehicle accidents, prepares and submits required reports within designated timeframes;
- Performs related assignments or special projects as required.

QUALIFICATION REQUIREMENTS

- License requirements - a valid chauffeur's license issued by the NYS Department of Motor Vehicles; **and**
- Seven (7) years or more of satisfactory experience in the operation or servicing of motor vehicles and/or motor driven equipment, including two (2) or more years of satisfactory experience in charge of a motor vehicle or delivery service operation; **or**
- High school graduation, and three (3) years of satisfactory service in the operation or servicing of motor vehicles and/or motor driven equipment, including two (2) years of satisfactory experience in charge of a motor vehicle or delivery service operation; **or**
- A satisfactory equivalent.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Ideal candidate will possess excellent customer service skills, and will display professionalism, responsiveness and reliability.
- Ability to manage multiple requests and priorities.
- Knowledge MS Word, Excel and WEX program a plus.

TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER WITH JVN NUMBER IN THE SUBJECT LINE TO:

Recruitment@comptroller.nyc.gov

OR

NYC Office of the Comptroller
Personnel Division - JVN # 015/14/011
1 Centre Street – Room 710
New York, New York 10007

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: March 4, 2014	POST UNTIL: March 24, 2013	JVN: <u>015/14/011</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer