

Fleet Asset Management Specialist



Job Code	20000038	Job Family	Analysis	Professional / Knowledge Worker	
Department	Transportation	Reports to	Mgr Transportation	Union Status	Non- Represented
FLSA Status	Exempt	Pay Grade	2057	This Job is a Lead	No
Last Updated	7/25/2025				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Manages fleet asset acquisition projects from initial conception through design and construction and is directly involved with the activities that produce the end results which includes:

- Development of capital budget with continuous budget monitoring to ensure accuracy and compliance.
- Leading project design teams, developing complex technical specifications, monitoring construction progress, and supervising technical work performed by vendors, contractors and the District's internal staff.
- Perform construction inspections and testing of vehicles and equipment to ensure projects comply with specifications, contract requirements and budget.
- Develops, recommends and monitors fleet asset lifecycle, replacement plan, multi-year capital budget, and makes recommendations to managers to optimize fleet asset usage, efficiency and effectiveness.
- Manages the District's rental equipment program, including recommending equipment options, developing technical specifications, managing contracts and cost.
- Responsible for the District's special vehicle permits in compliance with local, state and federal laws and regulations.

Accountabilities

Accountability #1

Ensure the highest level of fleet acquisition project management success by managing projects from initial conception to completion, to formulate scope of work, gather and assess available resources, and equipment demonstrations; and guiding team success from among internal and external stakeholders; driving innovation and empowering decision making among stakeholders during project planning sessions to determine vehicle and equipment needs, set project goals and objectives, determine timelines, define tasks, outline resources, and develop technical bid specifications, design, manage construction contracts, perform construction inspections, and similar responsibilities.

Accountability #2

Lead efforts to deliver outstanding value to our customers by developing, recommending, and effectively managing fleet asset projects and budgets, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities to optimize fleet asset usage, efficiency and effectiveness, and similar responsibilities.

Accountability #3

Maintain excellent communication by organizing regular status and review meetings as necessary, including generating and distributing meeting minutes and construction inspection reports; overseeing all incoming and outgoing project documentation related to construction contracts, including drawings, schematics, weight distribution analysis and capacity charts; monitoring the progress of projects using appropriate tracking tools, conducting vehicle and equipment construction inspections, and addressing issues that may arise, ensuring project deliverables are completed on time, and similar responsibilities.

Accountability #4

Lead efforts to create opportunities for continuous improvement that deliver outstanding value to our customers by recommending, developing, and effectively leading project teams, and managing fleet asset projects and budgets. Achieving this by developing powerful partnerships with colleagues, managers, and vendors, and resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #5

Deliver exceptional value focused on resource planning by developing, recommending, and effectively monitoring the District's fleet asset capital budget, and make recommendations to managers for increases and/or decreases in fleet assets. Ensures fleet asset vehicle and equipment selections are made to meet the District's strategic plans and operational goals.

Accountability #6

Achieve the highest level of employee and community trust in how the District manages fleet asset resources by ensuring efficiency, timeliness and accuracy of fleet asset projects and procurement processes by consistently producing high quality and timely technical specifications and contract documents.

Accountability #7

Certify that project requirements have all been completed, via any final reports and documentation, including documenting the project history, and evaluating any areas for improvement, and similar responsibilities.

Accountability #8

Create a culture of trust, caring and mutual respect that helps co-workers and contractors do their best work for the benefit of the District, partners and stakeholders. Achieving this by leveraging feedback from colleagues and contractors while creating an inclusive environment where project team members can communicate with each other, and similar responsibilities.

Accountability #9

Invests in continuous learning and development opportunities to improve professional competencies and stay current on vehicle and equipment technology, fleet management best practices, automotive engineering and construction standards, and local, state and federal laws and regulations, through attending seminars, conferences and trade shows, networking and review of business-related research and publications. Inspire others by sharing professional knowledge with colleagues, teams and stakeholders.

Accountability #10

Build talent and career growth opportunities for other staff through training, coaching and mentoring, and similar responsibilities.

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience**Minimum Required Education and Experience:**

Bachelor's Degree in Business Administration, Engineering, or related field, AND
Four (4) years of progressive combined fleet management experience, utility equipment mechanical experience, technical specification development and/or project management experience;

OR

Associate's Degree in Automotive/Diesel Technology or related,
AND
Six (6) years of progressive combined fleet management experience, utility equipment mechanical experience, technical specification development and/or project management experience;

Eight (8) years of progressive combined fleet management experience, utility equipment mechanical experience, technical specification development and/or project management experience;

Preferred Education and Experience:

Electric utility vehicle and equipment design
Electric utility operations.

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Valid Washington State Driver’s License with a good driving record
Washington State Commercial Driver’s License (Class A) (obtained within 90 days of the job start date)
(CDL required for inspecting, testing and operational demonstrations)

Preferred License(s) and/or Certification(s):

National Association of Fleet Administrators (NAFA)
Certified Automotive Fleet Manager CAFM
AEMP, Association of Equipment Management Professionals
CEM Certified Equipment Manager
APWA, American Public Works Association
CPFP Certified Public Fleet Professional
ASE Master Mechanic Certification
IFPS Fluid power certification

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

- Computer applications including word processing, spreadsheets and data bases and applications for vehicle and equipment engineering and fleet management.
- Automotive and heavy truck systems engineering principles and practices.
- Project development and scheduling methodologies.
- Project management, negotiation, relationship building/partnering, and conflict management/mediation.

- Technical knowledge and skills pertaining to a wide variety of vehicles and equipment designed for electric utility work their capabilities, value, and longevity.
- Teach, lead and coach staff on vehicle and equipment design and fleet management best practices including customer satisfaction.
- Build and manage effective teams and facilitate alignment with District goals and objectives.
- Communicate and work effectively, both orally and in writing, with various levels of the organization, outside agencies, and customers.
- Analyze, apply principles, and develop effective solutions to technical issues.
- Use independent and discretionary judgment.
- Provide leadership to analyze, recommend and implement solutions to complex vehicle and equipment engineering problems.
- Develop, plan, organize, and manage timely completion of large scale and complex projects.
- Electric utility vehicle and equipment systems, design and operating concepts and theories.

Preferred Skills and Abilities:

High level of experience working with fleet management and telematics systems with a focus on data extraction, reporting and analysis.

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation

- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Frequent (34-66%)
Walk	Frequent (34-66%)
Stand	Frequent (34-66%)
Drive	Frequent (34-66%)
Work on ladders	Occasional (11-33%)
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Occasional (11-33%)
Bend/Stoop	Occasional (11-33%)
Squat/Kneel	Occasional (11-33%)
Crawl	Seldom (1-10%)
Reach	Occasional (11-33%)
Work above shoulders (note specific activity in open text box below)	Seldom (1-10%)
Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Occasional (11-33%)
Operate foot controls	Frequent (34-66%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Frequent (34-66%)
Use distance vision	Frequent (34-66%)
Use color vision	Constant (67-100%)
Use peripheral depth perception	Frequent (34-66%)
Speak	Frequent (34-66%)

Hear

Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Duties are performed primarily in an office environment and require use of computers. Regular driving required to attend meetings, construction inspections, and training. Occasional long-distance travel via traditional modes of transportation (including airline travel) some of which may involve one or more night stays out of town.

Mental Demands

Communication

Frequency

Understand and carry out simple oral instructions

Frequent (34-66%)

Understand and carry out complicated oral instructions

Constant (67-100%)

Train other workers

Frequent (34-66%)

Work alone

Frequent (34-66%)

Work as a member of a team

Frequent (34-66%)

Follow standards for work interactions

Frequent (34-66%)

Write communications for clarity and understanding

Constant (67-100%)

Speak with clarity with others

Frequent (34-66%)

Comprehension

Frequency

Read and carry out simple instructions

Constant (67-100%)

Read and carry out complicated instructions

Constant (67-100%)

Retain relevant job information

Constant (67-100%)

Reasoning

Frequency

Read and interpret data

Constant (67-100%)

Count and make simple arithmetic additions and subtractions

Frequent (34-66%)

Use intermediate and/or advanced math

Frequent (34-66%)

Organization

Frequency

Plan own work activities

Constant (67-100%)

Plan work activities of others

Occasional (11-33%)

Direct work activities of others

Frequent (34-66%)

Resilience

Frequency

Work under pressure

Constant (67-100%)

Work for long periods of time

Occasional (11-33%)

Work on several tasks at the same time

Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Occasional (11-33%)
Wet and/or humidity	Occasional (11-33%)
Atmospheric conditions	Occasional (11-33%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Seldom (1-10%)
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
Exposure to animals	Seldom (1-10%)
Working with angry customers	Never

Additional Risk Conditions present in this job not listed above and the associated frequency below.

Exposure to exhaust fumes, welding fumes, shop chemicals and high noise levels approximately 10% of some days.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.