



# Fleet Management Specialist

<b>Job Code</b>	20000038	<b>Job Family</b>	Business & Operations Analysis	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Transportation	<b>Reports to</b>	Mgr Transportation	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2056	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	12/1/2022				

## 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

Position manages the planning, development and implementation of the District's fleet vehicle and equipment acquisition projects from design conception through final construction acceptance. Provides complete oversight and supervision over the technical work of vendor design teams and the District's internal design teams to ensure builds meet specifications and budgeted costs. Works closely with Transportation manager to assist with capital budget development. Position manages the District's equipment rental program including end user requirements, contractual and cost management. Position plays a key role in multi year capital budget development. Position serves as decision maker and signature authority in Transportation Managers absence.

## Accountabilities

### Accountability #1

Demonstrates a commitment to safety and continual improvement by identifying areas that can be streamlined using process improvement techniques and developing and recommending new approaches, programs and policies. Partners with appropriate staff to collaboratively implement changes, including updating procedures and communicating changes to impacted parties.

### Accountability #2

Ensures a positive and professional experience for District staff and customers through inclusion, collaboration, transparency, respect, responsiveness and compassion.

### Accountability #3

Manages all aspects of District asset acquisition from work group needs assessment through to final delivery. Successful accomplishment requires extensive collaboration with work groups to determine realistic needs, working through complex design challenges with vendors, creating a safe and functional specification, working through the bidding and award process, closely monitoring the build process from award to final delivery of equipment, which may span multiple years.

### Accountability #4

Ensures successful performance of the Transportation multi-year vehicle replacement plan through continual study of vehicle utilization, seeking opportunities, identifying changes in District business needs, and exercising plan flexibility to maintain accurate annual capital budget performance when necessary. Proactively assesses District work operations and anticipates potential changes or challenges, works collaboratively to develop and implement strategies that help ensure annual budget performance in the face of these challenges.

**Accountability #5**

Responsible for managing all aspects of the District's fleet rental program by serving as liaison between end users and the rental equipment vendors to coordinate the requested rental equipment at the best rental rate possible. Reviews rental vendor terms and conditions and obtains appropriate approval level in accordance with District policy prior to renting equipment. Reviews rental equipment invoices for accuracy prior to approving payment. Assembles documentation for rental equipment damage claims.

**Accountability #6**

Ensures fleet regulatory compliance with ANSI, ASME, OSHA, WISHA, FMVSS and WAC through continual training, collaboration with other utility fleets, proactive policy and procedure implementation, and up to date licensing and permitting to ensure continual alignment with ever changing requirements.

**Accountability #7****Accountability #8****Accountability #9****Accountability #10****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](mailto: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, Computer Science, or related field, AND  
Two (2) years of progressive Fleet Management experience;

OR

Four (4) years of progressively responsible administrative work supporting teams and work groups, AND  
Two (2) years of progressive Fleet Management experience.

### **Preferred Education and Experience:**

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

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

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

National Association of Fleet Administrators (NAFA) CAFS or CAFM certificate. Valid Washington State Commercial Driver's License (Class A).

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

Project management  
Mechanical drawing and blue-print reading.  
Strong organizational skills  
Strong mechanical aptitude  
Leadership in the collaborative team process  
Aptitude for budget development and management  
Continuous improvement focus

### **Preferred Skills and Abilities:**

## 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	Occasional (11-33%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Occasional (11-33%)
Work on ladders	Seldom (1-10%)
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never

Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
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	Frequent (34-66%)
Operate foot controls	Occasional (11-33%)
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.**

## Mental Demands

### Communication

	Frequency
Understand and carry out simple oral instructions	Seldom (1-10%)
Understand and carry out complicated oral instructions	Constant (67-100%)
Train other workers	Occasional (11-33%)
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	Occasional (11-33%)

Read and carry out complicated instructions	Constant (67-100%)
Retain relevant job information	Constant (67-100%)
<b>Reasoning</b>	<b>Frequency</b>
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%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Constant (67-100%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Seldom (1-10%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Frequent (34-66%)
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**

<b>Environmental Conditions List</b>	<b>Frequency</b>
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
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.**

<b>Risk Conditions List</b>	<b>Frequency</b>
Exposure to Heights	Seldom (1-10%)
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never

Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
Exposure to animals	Never
Working with angry customers	Never

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

### 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.