



COUNTY OF CONTRA COSTA
 Department of Human Resources
 651 Pine Street, 2nd Floor,
 Martinez, CA 94553
 (925) 335-1700

<http://agency.governmentjobs.com/contracosta/default.cfm>

INVITES APPLICATIONS FOR THE POSITION OF:

FLEET EQUIPMENT SPECIALIST
An Equal Opportunity Employer

SALARY

\$27.16 - \$29.94 Hourly
 \$2,172.84 - \$2,395.55 Biweekly
 \$4,707.81 - \$5,190.36 Monthly
 \$56,493.72 - \$62,284.32 Annually

ISSUE DATE: 01/15/18

FINAL FILING DATE: 01/26/18

THE POSITION

Local 856 – General Services & Maintenance Unit

The Contra Costa County Public Works Department is seeking qualified individuals to fill one permanent full time Fleet Equipment Specialist position located in Martinez, California. The Fleet Equipment Specialist develops and maintains records for the County fleet of automotive vehicles and construction equipment, prepares all related paper work, and performs other related work as required.

The ideal candidate will have a proven track record demonstrating the following:

- Methods of developing specifications for various fleet vehicles and equipment
- Basic administrative techniques, asset management, budget, procurement, data collection and analyses
- Federal, State, and local safety, compliance, environmental and performance regulations for fleet related equipment and operations
- Fleet management methods, practices, and equipment
- Basic computer operations and applications

Characteristics of the ideal candidate:

- Be able to compile and extrapolate data from fleet software and do a variety of calculations
- Work closely with user departments and County vendors and suppliers
- Work independently in preparing a variety of statistical reports, correspondence, memoranda, and related materials
- Understand and carry out oral and written instructions
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with others

To read the complete job description, please visit the website, www.cccounty.us/hr The eligible list established from this recruitment may remain in effect for twelve (12) months.

TENTATIVE EXAM DATES

Tentative Oral Exam: February 8, 2018

TYPICAL TASKS

- Develops, maintains and provides reports on vehicle assignment, insurance, utilization, mileage, fuel usage, history depreciation and replacement
- Prepares all DMV transactions including registration, licensing, title acquisition, application for undercover license plates and disposal of vehicles and equipment
- Identifies equipment for disposal and prepares appropriate paperwork including fixed asset releases
- Receives all vehicle accident reports, conducts investigations of accidents to determine who is at fault, includes photographs, provides estimates of damage, and ensures that all necessary accident claims and reports are sent to the County Administrator's Office
- Provides County Departments information regarding payments for citations of County vehicles
- Schedules maintenance repairs and inspections for the fuel facility with Hazardous Materials and vendors
- Works with County Departments and Fleet Service Center staff concerning how new equipment is to be outfitted
- Down load a variety of data and/or reports into the fleet management software
- May provide direction to Fleet personnel

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California motor vehicle operator's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate.

Experience: Two years of full-time experience, or the equivalent, maintaining records for automotive and construction equipment or working in a vehicle service center handling customer vehicle complaints and scheduling vehicles for service repair.

SELECTION PROCESS

1. **Application Filing:** All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date.
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas. Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list. (Weighted 100%)

THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER AND
VALUES DIVERSITY AT ALL LEVELS OF THE ORGANIZATION

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.