

Job Title: Fleet Services Specialist
Department: Strategic Initiatives – Business / Workforce
Reports To: Lead Fleet Service Specialist and Planning and Evaluation Director
FLSA Status: Exempt
Reviewed: 7/31/2022
Salary: \$30,504 - \$34,850 (based on experience and education) STEP7

FUNDING NOTICE: This is a grant-funded position that will end on June 30, 2026.

COVID-19 NOTICE: Proof of receipt of COVID-19 vaccination is required. Proof of immunization must include a copy of documentation indicating the vaccines received.

WORKING CONDITIONS AND SCHEDULE: Frequent travel to the Middle Peninsula Regional Security Center along with home visits are required. This position is designated as essential. The coach must have reliable transportation and the ability to work day, evening, and weekend assignments as needed.

SUMMARY

Under general supervision, operates an RV, 15-passenger van, and/or sedan to transport clients, products and services across the Middle Peninsula and Hampton Roads region. This position will be required to maintain and maintenance the agency RV, passenger vans, and sedans. He/she/they will monitor and maintain records and reports on mileage, state inspection, gas, and general condition of fleet assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties within the scope of this position may be assigned.

- Safely operate a bus/sedan/van and transport clients to and from specified destinations in accordance with Federal Motor Carrier Safety Regulations.
- Inspects and performs preventive maintenance on a variety of vehicles and specialized equipment as assigned.
- Examines vehicles and equipment and diagnoses nature and extent of damage or malfunction.
- Schedule and follow up with repairs of sedans, light and heavy trucks, and motorized heavy equipment.
- Acts as a subject matter expert for workings and interaction of complex vehicle and equipment components.
- Maintains record and reports concerning mileage, state inspection, gas, and general of condition of vehicles within the fleet.
- Load and unload vehicles.
- Transport products and services.
- Utilize an electronic logging device such as a tablet or an onboard dash computer.
- Responsible for pre- and post-trip inspections.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

SAFETY RESPONSIBILITIES

In addition to complying with the guidelines for all associates:

Comply with all Federal, State and Local regulatory standards and procedures.

Ensure that all associates are trained in HRCAP's Safety Policies, Rules and Regulations; trained for the jobs they will be performing; trained for the equipment they will be using; and understand the potential safety hazards in their work area.

Ensure that applicable personal protective equipment is available, in proper operating condition, and used for each job performed.

INFORMATION PRIVACY AND SECURITY

This associate may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

QUALIFICATIONS

- At least 100,000 verifiable accident-free miles or more than 2,500 accident-free hours
- Lift 15 to 50 pounds with or without a reasonable accommodation
- Able to stand and walk for extended periods of time with or without a reasonable accommodation
- Able to repeatedly lift, carry, push, pull, and handle products with or without a reasonable accommodation
- Ability to drive a RV bus without a reasonable accommodation
- Experience managing and maintaining an RV (generator, fuel, a/c, potable water)

EDUCATION and/or EXPERIENCE

- Graduation from high school or equivalent and some experience in the operation of automotive equipment, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Possession of a valid commercial driver's license class B with P endorsement issued by the Commonwealth of Virginia.
- Expertise with Office365, fleet service software
- Criminal record check, and driving record required for employment

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Virginia Commercial Driver's License class B with P endorsement, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



MEDIUM

Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

WORK ENVIRONMENT

- Must be comfortable transporting staff and clients to various correctional facilities and prisons located in various regions: Middle Peninsula and Hampton Roads.
- Must be comfortable driving and working in low-income and public housing communities.
- Must be comfortable working with returning citizens and their families.



MODERATE

Occasionally exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

STANDARDS FOR MEASURING PERFORMANCE

The effectiveness of the performance of the Lead Fleet Services Specialist will be measured by the following standards:

1. Maintenance of HRCAP fleet with documented logs.
2. Number of one-way and round-trip client trips provided.
3. Documented routes and services provided to clients.
4. Accurate receipts for fleet related expenses.
5. Other areas identified by management.

RECEIPT OF JOB DESCRIPTION

I have received, reviewed, and understood the PH3 Coach/Case Manager job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Employee Name _____

Date _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Evaluation check-in periods: 90-day probation, December 2023, March 2023, June 2023, September 2023. (No guarantee of any additional financial compensation just an opportunity to discuss job performance)