

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT MANAGER, FLEET MAINTENANCE SERVICES

Reports To: Designated Supervisor

UW Job Code: 6251

UW Job Family: 61 – Crafts/Trades Supervisory

SOC Code: 53-1049

FLSA: Exempt

Pay Grade: 20

Date: 10-1-20

JOB PURPOSE:

Coordinate and manage all vehicle service and/or repairs of University of Wyoming vehicles, sublet repairs as necessary. Maintain service and repair records in computerized fleet management software. Track, manage, and submit all billable invoices/paperwork. Train/supervise staff with an overall management style that follows industry standards. Act as backup to Manager, Fleet Maintenance Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate, daily, with UW shop technicians, the repair and service status of all University of Wyoming vehicles. Duties include prioritization, scheduling, and follow-up of repair work.
- Consult with UW personnel on vehicle repair/service needs and relay information to maintenance team. Maintain accurate vehicle status in the fleet management system.
- Coordinate repairs and service with external vendors as necessary.
- Approve vehicle repairs as needed. Inspect vehicles received from vendors to ensure repairs specified are completed and meet all quality standards.
- Monitor and utilize warranties as appropriate.
- Schedule, track, and coordinate vehicles for dealer recall notice repairs.
- Responsible for the timely recording of all vendor invoices and reconciliation of discrepancies; inventory management, and inspection of new vehicles.
- Supervise part-time car washer staff.
- Produce accurate and timely monthly billings/work orders.
- Oversee and manage the inspection, vehicle cleaning, pick-up/drop-off, and the prioritizing of cleaning vehicles to meet car rental demand.

SUPPLEMENTAL FUNCTIONS:

- Assist with basic maintenance, such as jump-starts, installation of batteries, light bulbs, and wiper blades.

- Coordinate pickup and delivery of vehicles with vendors, as necessary.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Assist in the coordination of special projects and programs as needed.
- Act as a manager in their absence, as assigned.

COMPETENCIES:

- Communication
- Attention to Detail
- Safety Awareness
- Teamwork
- Service Orientation
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid Wyoming driver's license is necessary**
- **Must be able to obtain a Wyoming commercial driver's license (CDL) after employment**
- **Requires ASE Certifications in Medium/Heavy Truck and/or ASE Transit Bus**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University, city, county, state and federal regulations as related to Transportation Services functions.
- Federal, state and local safety regulations, protocols, and/or procedures.
- Light-duty vehicle and equipment maintenance operations of comparable size and impact.
- Employee hiring, supervision, and evaluation policies and procedures.
- Automotive trade repairs and maintenance.
- Planning and scheduling techniques.
- Problem resolution techniques.
- Microsoft Office software.
- Fleet maintenance software.

Skills and Ability to:

- Communicate effectively, both orally and in writing.
- Supervise and manage staff.
- Manage projects, priorities, and time to meet demanding and conflicting deadlines.
- Work collaboratively with others, building positive interdepartmental working relationships.
- Plan, organize and coordinate the operations of a light-duty repair and maintenance shop.

- Supervise and train employees, including organizing, prioritizing, and scheduling work assignments.
- Provide excellent customer service.
- Foster a cooperative work environment.
- Develop and maintain recordkeeping systems and procedures.
- Gather data, compile information, and prepare reports.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.

WORKING CONDITIONS:

Garage/office environment; regular exposure to fumes and noise; occasional exposure to mechanical or electrical hazards in garage area; and occasional travel with exposure to weather or traveling hazards. Routine exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.