

## Operations Technician 2 - Fleet

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| DEPARTMENT:   | Operations   |
| GRADE:        | 52           |
| CLASS CODE:   | FLOPSTECH2   |
| FLSA STATUS:  | Non-Exempt   |
| UNION STATUS: | Represented  |
| REVISED DATE: | October 2020 |

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### Summary:

Under limited supervision, plans and coordinates driver routes to branches and districtwide fleet maintenance for Timberland Regional Library. Provides oversight and basic maintenance, repair and troubleshooting for TRL's automated material handling system.

### Reporting Relationships and Team Work:

Receives daily direction from the Operations Technician 3. This position is supervised by and reports to the Operations Director as part of a service oriented team.

### Essential Duties and Responsibilities:

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

#### Fleet Technician

1. Plans and coordinates delivery routes - scheduling deliveries, monitoring loads and overseeing the flow of physical materials throughout the district. Delivers and picks up fixtures, furniture, supplies and collection materials on an as-needed basis.
2. Inspects non-assigned Service Center and branch-based vehicles, monitoring them for safety and general operating condition, including checking tire pressure, monitoring fluid levels, and testing batteries. Performs minor vehicle maintenance and coordinates routine maintenance as-needed.
3. Oversees and manages the ordering of supplies for fleet operations. Assesses fleet needs and makes recommendations to Operations Director.
4. Provides administrative support to the Operations Coordinator and Facilities Technician 3, to include reviewing contracts, confirming maintenance and vendor schedules and reviewing incoming invoices for accuracy.

## **Automatic Materials Handling Technician**

1. Provide daily preventative maintenance on district AMH machine based on manufacturer recommendations.
2. Perform routine maintenance on district AMH machines: lubricate and clean AMH system parts, clean photo eyes, adjust belts using specialized tools, replace drive belts as needed.
3. Order and maintain parts needed to keep system operational to ensure supply levels and timely delivery of essential parts.
4. Act as main point of contact between AMH vendor and TRL for all ordering, troubleshooting and technical assistance needs.
5. Assists with loading materials and sorting as necessary.
5. Performs other duties as assigned or required.

## **Core Skills and Qualities:**

*Complete definitions are included on the TRL evaluation form. Employees are expected to demonstrate the following qualities at all times:*

1. Performing a variety of fleet maintenance functions within a large public library system.
2. Providing daily maintenance and oversight for Automated Materials Handling system.
3. Safely utilizing and maintaining maintenance tools and equipment.
4. Establishing and maintaining effective working relationships with internal staff, outside organizations and the general public.
5. Positively reflect TRL's mission, vision, and values to the staff and public.
6. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
7. Communicate effectively verbally and in writing.
8. Demonstrate quality customer service.
9. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
10. Demonstrate a positive attitude and flexibility.
11. Work well with others, show respect, contribute to the team.

## **Required Knowledge, Skills, and Abilities:**

*Employees are expected to perform or possess the following:*

1. Advanced knowledge of vehicle operations, safe driving practices and of laws governing motor vehicles on public roads.
2. Minor vehicular maintenance and visual assessment of fleet vehicles.
3. Equipment repair tools, materials and supplies.
4. Safety practices common to the operation of maintenance equipment.

5. Ability to maintain financial and statistical records and documentation relative to fleet and machine maintenance.
6. Effective communication methods to coordinate and communicate with library personnel regarding the AMH machine and TRL's fleet of vehicles.

### **Technology Requirements:**

- Intermediate keyboard and data entry skills.
- PC navigation skills in a Window's based environment.
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Intermediate Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.
- Familiarity with SharePoint.

### **Education and Experience:**

High school diploma and fleet management or courier experience OR any combination of education and experience which would provide the required knowledge and skills and allows successful performance of the job.

### **Licenses, Certifications, and Special Requirements:**

- A valid Washington State Driver's License.
- Must possess and maintain a clean driving record.
- Must pass and maintain a criminal background check.

### **Physical and Environmental Conditions:**

- Work is performed in and around district facilities and in district fleet vehicles.
- Subject to driving, standing, walking, bending, reaching, and lifting/carrying objects up to 65 pounds.
- Exposure to seasonal heat and cold, inclement weather, and general driving hazards.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.