***VACANCY ANNOUNCEMENT***

POSITION: Inventory Specialist  
PROGRAM: Fleet Management Program  
DEPARTMENT: Transportation  
EMPLOYMENT STATUS: Full-Time, Permanent/Non-Exempt  
LOCATION: Roads Office, Concho Reserve  
ISSUE DATE: February 24, 2020  
CLOSING DATE: Until Filled

DUTIES & RESPONSIBILITIES:
The Fleet Inventory Specialist shall work under the direct supervision of the FMP Director of the Fleet Management Program (FMP) within the Department of Transportation. The Fleet Inventory Specialist shall assist the FMP Director in the management of all program motor vehicles, or fleet, to ensure their safe use and operation by Tribal employees. The Fleet Inventory Specialist shall be relied on to assists in the update of Tribal Fleet Management Guidelines, and shall be primarily responsible to provide safe, reliable, low cost solutions to ensure effective and efficient management of all vehicles owned and/or leased by the Tribes. The Fleet Inventory Specialist must become familiar with the fleet management plans and requirements to assist in the development of useful life benchmarks of vehicles, develop maintenance schedules, justify vehicle selection for established use, procure as per applicable tribal or federal requirements, and assist the FMP Director in the necessary inclusion and/or updates for a Tribal fleet management plan and/or safety plan. The Fleet Inventory Specialist will be required to implement preventative maintenance measures, protocols, and standards to safeguard tribal vehicles, develop preventative maintenance schedules based on vehicle types and needs, review and assess maintenance, mileage and/or hour logs to ensure accurate records of use, and establish protocols for incident management specifically related to the effective management and disposal of fleet. The Fleet Inventory Specialist must work with the Safety Coordinator within the Department of Transportation to identify risk factors, create prevention strategies to address problem areas and implement an evaluative process to prioritize motor vehicle injury prevention interventions for all operators. The Fleet Inventory Specialist shall ensure all vehicles are maintained, stored, and serviced according to maintenance guidelines. The Fleet Inventory Specialist shall maintain accurate logs of all vehicles for inventory, maintenance, fuel, passenger logs, and driver logs. The Fleet Inventory Specialist shall be responsible for completing incident reports should damage be discovered upon check-in of vehicles. The Fleet Inventory Specialist must utilize established vendor accounts to ensure cost effectiveness in the performance of preventative maintenance needs and maintain service provider relationships. The Fleet Inventory Specialist:
Must be familiar and able to use various office equipment, including desktop computer, printer, copier and fax machines, typewriters, plotter, and laminator to perform general office duties, including filing, typing, and data entry;

Must maintain an adequate record-keeping system to ensure collection, retention, and reporting to further safeguard and protect documents to ensure confidentiality for various aspects of Fleet Management and shall be accountable data collection, vehicle use logs, and report files;

Must notify the Insurance Specialist of any vehicle damages to assist in the completion of any insurance claims;

Must assist to manage the scheduling of vehicle repair and maintenance to ensure safety, reliability, and availability of vehicles to ensure an effective organization and efficient protocol that does not interrupt the delivery of program services;

Recommend performance measure criteria for vehicle maintenance, fueling, cleaning, and monitor and report performance measurement statistics for vehicle maintenance, fueling, safety, and cleaning;

Must communicate effectively with other various programs/departments to collaborate and/or coordinate fleet management tasks, goals, and objectives;

Must communicate clearly to other professions and/or the general public in a polite, diplomatic, and professional manner as a customer service responsibility;

Must adhere to the Tribes’ Property and Supply Policies to manage and safeguard any and all Tribal property in the performance of duties (i.e. vehicle usage logs, maintenance logs, incident reports, etc.);

Must become familiar with the Tribes’ Procurement Policies and Procedures to ensure compliance in the purchase of materials, supplies, and services;

Must be willing to perform light maintenance duties, such as vacuuming, dusting, sweeping, mopping, cleaning windows and disposal of waste properly to some heavy maintenance duties such as spray washing vehicles to ensure clean appearance of immediate workspace, vehicles, and equipment to safeguard the integrity of designated office space, building space, vehicles, and/or equipment;

Must be willing to work in the elements of nature (i.e. weather, terrain, etc.) and subjected to working conditions (able to lift a minimum of 50 pounds to load and unload supplies, be physically fit to get in, under, above, below, on top of vehicle and/or equipment parts such as the engine) to perform duties in the assignment of pre- and post-inspections, maintenance checks, tire checks, etc. to assess and manage fleet of tribal vehicles;

Must be willing to complete Vehicle Maintenance Management and Inspection (VMMI) training program or similar certification;

Must be willing to complete Occupational Safety and Health Administration (OSHA) 10-hour Training applicable to assist in identifying, reducing, eliminating and reporting hazards associated with management and operation of fleet to develop, implement, and adopt safety guidelines to ensure compliance with applicable safety protocols and procedures;

Must meet driver requirements and able to operate all vehicles in a safe manner;
• Must be able to oversee global positioning systems (GPS) equipment installation, recording, and maintenance duties according to safety and service regulations;
• Must be willing to perform additional duties in the absence of the FMP Director and/or as assigned by the Executive Director;

QUALIFICATIONS:
The Fleet Inventory Specialist position requires a responsible individual who is able to work independently with little supervision and perform duties as assigned. Incumbent should be able to follow directions and communicate effectively both orally and in writing. Applicant should possess clerical skills, such as typing and ten-key, and should possess some knowledge in the use of Microsoft Office software (i.e. Word, Excel, Access, PowerPoint, Outlook) and GPS fleet management and/or asset management software and reporting tools. Applicant must have the ability to analyze problems and resolve them diplomatically, professionally, and quickly. The Fleet Inventory Specialist must be able to demonstrate computer skills and/or knowledge in order to maintain communication, data collection and maintain database, completion of reports, and development of presentations to document and record plans of actions for fleet management aspects. The Fleet Inventory Specialist requires an individual able to demonstrate initiative in assuming responsibilities, able to answers routine questions pertaining to the Fleet Management Program, able to disseminate information while maintaining confidentiality, and ensure compliance with occupational safety (OSHA) measures. Must be able to multi-task to ensure productiveness in duties and assignments.

Knowledge in asset management, fleet management, fuel efficiency, and auto mechanics desired but not required. Certification in Vehicle Maintenance Management and Inspection (VMMI) and/or Automotive Service Excellence (ASE) with a minimum of 2 years’ experience in auto mechanics or equivalent is highly sought. Minimum education requirement is a High School diploma or GED Certification. Years of experience may be acceptable to be equivalent to the education and experience requirements. Must be willing and able to attend various training and/or certification programs as directly related to job duties and responsibilities. Applicant must provide a current Motor Vehicle Report (MVR) from the Oklahoma Department of Public Safety (DPS) and must possess a current Oklahoma State Driver’s License. Incumbent will be subjected to pre-hire drug and alcohol screen/test and a background check.
**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:  
www.cheyenneandarapaho-nsn.gov