



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

FLEET COORDINATOR

- DATE:** December 5, 2008
- SALARY:** \$52,004 - \$71,689
- NATURE OF WORK:** This is responsible administrative and technical work, overseeing privatized municipal fleet including related fiscal functions. Work requires analysis and judgment in accomplishing diversified duties. Review maintenance records and reports to access the quality and adequacy of preventive maintenance being performed on fleet vehicles. Perform analysis of a wide variety of complex financial, budgetary and other maintenance functions. Perform additional tasks as required.
- WORKSITE LOCATION:** Central Services Department, City Hall
10770 W. Oakland Park Blvd., Sunrise
- EDUCATION:** Graduation from an accredited college or university with a bachelor's degree in business or public administration, transportation or a closely related field.
- EXPERIENCE:** -- Three (3) years progressively responsible experience in fleet management and contract administration. Considerable knowledge and experience in preparing vehicle and equipment replacement schedules, forecasting and budgeting funds for such replacements. Considerable knowledge in writing specifications to purchase vehicles and equipment. Experience in conducting fleet related surveys. Good knowledge of computer spreadsheet applications is required.
- SPECIAL REQUIREMENT:** -- Possession of a valid driver's license with a good driving record.
- CLOSING DATE:** Open until filled.
- HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application or two (2) copies of resume (including current salary) and proof of education to the Personnel Department.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V