



**Job Title:** Fleet and Property Coordinator  
**Department:** Programs and Services  
**Reports to:** Properties and Facilities Director  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$24.29 - \$34.01  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### **JOB SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Executive Director for Programs & Services, the Fleet and Property Coordinator manages the Tribe's fleet of vehicles, maintains a records management system, and performs other related property management duties. The position ensures the Tribal fleet is properly maintained, reasonably protected from damage, loss or theft, and is acquired and disposed of following the laws, policies, and procedures of the Coquille Indian Tribe and the restrictions of any external funding sources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manages the Tribe's fleet of vehicles; analyzes capacity and utilization, schedules maintenance, authorizes repairs, and recommends replacement.
2. Picks up and delivers old and new vehicles; maintains all vehicles' insurance; files accident claims; manages gas and maintenance cards; updates gas codes.
3. Develops and maintains a computerized inventory of personal property for all areas of the Coquille Indian Tribe.
4. Receives, processes, inventories, and stores all incoming property; maintains inventory of vehicle titles.
5. Assists with developing and maintaining policies for the appropriate use, management, and disposal of Tribal property in accordance with Tribal law and applicable federal regulations.
6. Updates and maintains membership equipment lending opportunities and the online equipment disposal auction. Coordinates auctions and ensures items and payment are received.
7. Manages fleet key inventory and sign out.
8. Maintains documents, physical and digital files, and database systems to document the purchase, ownership, and disposal of the Tribe's property.
9. Collaborates with other departments to plan and manage periodic counts of property and inventory to compare against other records of acquisition, condition, and disposition.
10. Manages the Tribe's tool and equipment lending program, including maintaining electronic records management system to track and monitor loaned equipment.
11. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting, raising or lowering objects, and occasionally requires lifting up to 50 pounds. Requires occasional climbing or balancing, stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting and occasionally outdoors. Occasional evening and weekend work are required. Work takes place near moving

equipment/machinery. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
5. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
6. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
7. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
8. High level of computer competency. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to work with mathematical concepts such as basic arithmetic.
10. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
11. Prior experience maintaining an electronic property management and inventory system a plus.

### **QUALIFICATIONS**

1. High School Diploma or GED required.
2. Three (3) years of professional work experience as an analyst or in equipment management.
3. Ability to determine property and equipment market value.
4. Experience working with various database programs to extract, transform, and load data.
5. Experience with using Microsoft Office and other programs to analyze, summarize, and present information and insights.
6. Experience developing, implementing, and maintaining policies and procedures.
7. Experience working with filing systems for physical and electronic records.
8. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.