

## Fleet Specialist

This full-time position reports to the Fleet Services Manager and is located at the Operations Center, 8600 NE 117<sup>th</sup> Avenue, Vancouver, WA 98662. The work schedule is Monday through Friday, 8:00am to 4:30pm.

### WHAT YOU WOULD DO:

Perform a variety of duties related to the support of the Fleet Services Department.

- Maintain multiple databases, assets and services as well as fuel and fluid management systems and inventory
- Process invoices for the purchase of parts and services
- Reconcile fleet inventory and SDS activities through reports and system information
- Utilize a variety of software programs to research and analyze fleet equipment, vendors, and shop performance
- Coordinate daily activities and exchange information with Fleet Manager
- Utilize and support best practices for safety within the workplace

### QUALIFICATIONS:

- In depth knowledge of office management and business practices used within a technical industry.
- Demonstrated excellent customer service skills and follow through with customer needs and problem resolution.
- Detailed knowledge of advanced data management using multiple computer systems, software and interface products.
- Experience with SQL, Power BI or other data integration tools.
- Working experience with parts inventory practices.
- Must excel at using and working with databases, spreadsheets, and providing analysis.
- Ability to effectively communicate, verbally and in writing, with vendors and employees.
- Must obtain UST Class A/B operator certification within 30 days.
- Must have a valid Driver's license.

Successful candidates must demonstrate the ability to communicate effectively with internal and external customers, as well as be proficient in MS Outlook, Excel, and Word. Critical skills that include the ability to organize time and work independently are highly valued. Must be able to work with minimal supervision to proficiently carry out assignments.

### BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Regular full-time employees will receive eight hours of sick leave per month, paid vacation based on years of service, and twelve paid holidays throughout the calendar year.

### SALARY

Salary ranges are market based and established annually. With full competency in the role and satisfactory performance, the target salary is midpoint within the established range.

**2025 Fleet Specialist: Minimum: \$61,929 Midpoint: \$74,952 Maximum: \$87,974**

### HOW TO APPLY:

Please send your resume with a cover letter via email to [jobs@clarkpud.com](mailto:jobs@clarkpud.com). Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

### Equal Opportunity Employer

*At Clark Public Utilities, we are committed to being a place where a diverse mix of talented people want to come, to stay and do their best work.*