

**Fleet and Tools Coordinator (FTC)**

**Job Description**

**Reports directly to whom:** Operations Manager (OM)

**Directly supervises whom/what:** Processes relating to CSI tools and fleet

**Role:** Responsible to manage the controls, maintenance, and proper usage of CSI tools and fleet

**Tasks and Duties:**

1. Be the primary to the Tool check-in / check-out process.
2. Perform inspection on Tools upon return.
3. Perform or schedule maintenance and inspection of tools as required.
4. Manage the replacement of tools as necessary (with OM approval).
5. Maintain proper inventory of tools in Tool Watch and the allocation of those tools to specific people and locations.
6. Manage tool storage area(s) and ensure they are clean and secure.
7. Engrave and label all company tools with tool number for proper tracking.
8. Manage and report on company fleet including asset tracking, GPS, maintenance, and tool inventory.
9. Make sure that every vehicle has proper safety/emergency equipment.
10. Coordinate all OM approved fleet repairs.
11. Manage vehicle and trailer swaps and assignments (planned or unplanned).
12. Proactively have fleet units serviced to minimize unplanned downtime in the field.
13. Help with fleet maintenance and roadside assistance as needed.
14. Perform daily fork lift maintenance/safety check.
15. Participate in the weekly warehouse tool box talk.
16. Attend any appropriate L10 Meetings.
17. Other duties may be assigned.

**Job Requirements:**

1. Regular and punctual attendance. Ability to work overtime if needed (and approved).
2. Skill in verbal and written communication.
3. Must have a valid driver’s license.
4. Must be fork lift certified or be able to pass certification.
5. Ability to successfully pass a background check and drug test.
6. Maintains Company Core Values: Honest, Respectful, Knowledgeable, Client-Focused, Efficient, and Profitable.

**Experience:**

Preferred 2 years working in a similar capacity

**Physical Requirements:**

1. Must be able to see well enough to read reports, data, statistics, drawings and information on a computer screen and mobile device.
2. Must be able to hear well enough to communicate on the telephone and in person.
3. Must be able to use your fingers for grasping, feeling, and be able to operate a computer and calculator.
4. Must be able to stoop, bend, and lift to 50 pounds and reach. Will be required to do carrying, lifting, pushing, or pulling.
5. Must be able to walk short distances and climb stairs in officer and industrial spaces to access file cabinets, office machinery, other work stations, etc.
6. Must be able to speak clearly

**KPI:**

1. No unsafe or broken tool/vehicle is made available for use
2. Maintain all tools and fleet in a reasonable manner according to manufacturer specifications
3. Must have an accurate accounting and inventory for all tools, vehicles, and other fleet items.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. Such statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.