



Office of Human Resources Management
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Personnel Order 2020-03

September 14, 2020

Amendment to CUNY's Title Assignments (Classified Plan) Specifications

The following title is hereby added to the Competitive Class Service of the City University of New York:

	New Hire Rate	Incumbent Rate	Maximum Rate
FLEET COORDINATOR Title Code 04907	\$47,850.00	\$55,000.00	\$71,000.00

This position is accredited to DC37, Local 983. Salaries listed above are as of this date.

This Personnel Order must be posted conspicuously for a 30-day period.

Doriane Gloria
Vice Chancellor for the Office of Human Resources Management

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title	FLEET COORDINATOR
Title Codes	04907 Annual (Full-Time)
FLSA Status	Non-Exempt
Date Issued	9/14/2020

General Duties and Responsibilities

Under general supervision, oversees campus vehicle activities, ensuring compliance with University policies and procedures. Ensures that fleet vehicles are properly maintained and repaired. Collects and maintains all data related to vehicle operation and maintenance. Performs related work.

General Work Tasks

- Assists with the procurement of new and leased vehicles.
- Assists management with the assignment of vehicles to appropriate staff.
- Ensures that fleet vehicles are inspected and scheduled for preventative maintenance in a timely manner.
- Collects, reviews and maintains information such as monthly vehicle usage reports and quarterly personal mileage reports. Provides reports as requested.
- Disseminates vehicle and safety information to drivers
- Provides drivers with University driving rules; obtains and maintains signed acknowledgement of receipt.
- Ensures compliance with vehicle usage policies by reviewing and monitoring of campus driving records through various sources including the University insurance provider and State critical driver program; provides notification to management as required.

Minimum Qualification Requirements

- 5 Years of experience working in an administrative capacity maintaining vehicle usage and maintenance schedules
- High School Diploma or GED
- Driver's license valid in the State of New York

NOTES:

- A driver's license must be maintained for the duration of employment
- For certain assignments a Commercial Driver's License (CDL) (various endorsements) may be required. In these assignments, the CDL must also be maintained for the duration of employment.