

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: **Fleet Services Coordinator (PT)**
PROGRAM/DIVISION: **Shelter Hotline Program/Community Health Division**
BULLETIN No: **03012019**
HOURLY RATE: **\$19.00-\$25.00 per hour/ Part-Time – 20-25 hours per week**
OPENING DATE: **January 07, 2019**
CLOSING DATE: **Open until filled**
FIRST SOURCE: **N/A**

MAJOR DUTIES:

Responsible for the overall maintenance of vehicles; maintain vehicle inspection and registration to ensure compliance; set up the scheduling program for preventative maintenance and regular servicing of vehicles; monitor vehicle performance; and ensures accurate and proper documentation of invoices, accident/incident report and update Shelter Hotline on-line logs.

MINIMUM QUALIFICATIONS:

High school diploma/GED. Automotive Service Excellence (ASE) certified. Three to five (3-5) years of valid mechanical experience required. Ability to work outdoors in extreme weather conditions. Possess a clean, valid driver’s license. Ability to work various shifts including holidays and weekends. Good computer skills (Microsoft Word and Outlook). Must have comprehensive geographic knowledge of the Washington, DC area to be able to navigate the streets and neighborhoods. Demonstrate good written and oral communication skills and ability to deal effectively with the public. Requires ability to pay strong attention to details.

DESIRED QUALIFICATIONS:

Associate’s Degree (Automotive Technology) preferred. CDL License with an A endorsement. Prior experience as a fleet coordinator. Good written and oral communication skills.

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OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position IS covered under the collective bargaining agreement.

To be considered for this position:

Submit your cover letter, resume driving record to upojobs@upo.org or fax your documents to 202/319-3237.

You **will NOT** be considered for this position if you do not submit your driving record with your cover letter and resume.