



**SEFNCO Communications is seeking an individual to work as
Fleet Coordinator to support our Centennial, CO location!**

Operating from multiple locations, SEFNCO Communications has the ability to provide single source engineering, construction, and management solutions that meet the growing needs of phone, broadband, cable and cellular companies throughout the Western United States. Our expertise has positioned us to support local, State, and Federal agencies, including military installations. It is the same fundamentals that founded the company that drive the company today. SEFNCO Communications is committed to providing the highest level of quality service to our customers and the communities we live in.

Summary:

The primary role of the Fleet Coordinator is to ensure the condition and safety of the fleet, equipment and tooling. The Fleet Coordinator will maintain the fleet, equipment and tooling at its highest level by facilitating and directing preventative maintenance and repairs while maintaining vendor relationships. The Fleet Coordinator is responsible to substantiate costs of repairs, negotiate rates and remain fiscally responsible. The Fleet Coordinator will establish a budget by area and work within the budget to meet the needs of the area. The Fleet Coordinator is responsible to maintain an inventory of parts to support minor repairs.

Key Duties and Responsibilities:

- Plan, facilitate and direct fleet maintenance and repairs through area resources and vendors.
- Establish vendors for repairs, parts, maintenance and shop supplies
- Troubleshoot, organize, implement and direct vehicle maintenance operations and activities
- Perform light duty repairs, i.e. replace lighting, broken wiring, etc.
- Maintain and utilize the fleet data program to facilitate work-orders and critical asset data
- Establish relationship with area personnel
- Work with area managers to facilitate maintenance and repairs
- Establish budgets for maintenance, repairs, supplies and compliance by area
- Respond to truck-down situations
- Maintain inventory of vehicles, equipment and tooling
- Ensure fleet compliance – DOT, ANSI, licensing, registration , SMM and safety
- Facilitate Annual DOT and ANSI Inspections
- Collect, monitor and process weekly vehicle Inspections
- Collect, monitor and process Daily Pre Trip and DVIR's
- Physical inspection of all assets quarterly
- Perform cycle counts on inventory of asset's ensuring all assets are inventoried a minimum once per year
- Support monthly vehicle safety inspections
- Perform in-service requirements on new assets
- Facilitate duties listed, as needed, for remote locations

Secondary Duties:

- Assist with short-term rental needs
- Support asset relocations and reassignments
- Perform compliance and maintenance audits of vehicles, equipment and tooling
- Other duties as assigned

Skills/Qualifications:

- Valid US Driver's License- CDL Preferred
- Unblemished driving record
- Lift and carry up to 70 lbs.
- Ability to work on multiple projects at once
- Highly organized person and can show planning and processes to support daily work
- Proficient with Microsoft Office products - Outlook, Excel, Word, Etc...
- Practical and conceptual thinking as related to project descriptions and needs.

Benefits:

- Competitive wage
- Medical
- Prescription
- Vision
- Dental
- 401(k)
- Paid Time Off (PTO)
- Holidays
- Life Insurance/AD&D

Interested and qualified candidates: Please send your resume via email to careers@sefnco.com

RE: Fleet Coordinator_Centennial

Pre-employment drug screen and criminal background check required.

SEFNCO participates in E-Verify and E-Screen.

SEFNCO is an Equal Opportunity Employer