



JOB DESCRIPTION

Fleet Maintenance and Operations Specialist	FLSA Status: Non-Exempt
Latest Review Date: 01.2026	Department: Transit
Effective Date: 01.2026	Reports to: Transportation Director

POSITION SUMMARY

The Fleet Maintenance & Operations Specialist plays a critical, hands-on role in ensuring the safety, reliability, and efficiency of the EARL Public Transit fleet. This position is responsible for performing preventive maintenance, diagnostics, and repairs on transit vehicles and equipment in accordance with departmental standards and regulatory requirements. The Specialist also coordinates outsourced maintenance, manages parts and inventory, and works collaboratively with staff and vendors to minimize service disruptions and maintain optimal fleet performance. This role directly supports the delivery of safe, dependable public transportation services to the community.

NEICAC's Core Values are Growth, Adaptability, Respect, Responsive, Compassion, and Collaboration. The Fleet Maintenance and Operations Specialist is expected to exemplify these core values and to comply with agency and departmental policies and procedures that reflect and promote them in service delivery.

Essential Duties and Responsibilities, other duties may be assigned:

Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend agency-wide and Transit trainings
- Must travel to assigned worksite with occasional travel to other locations to perform assigned duties or attend training
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

Program Specific:

Technician-Specific Duties

- Perform preventive maintenance, inspections, and repairs on vehicles and lifts.
- Diagnose mechanical and electrical issues using computerized diagnostic tools, technical equipment, and wiring schematics.
- Operate specialized equipment, including fluid flush systems, A/C recharge units, tire changers, and wheel balancers.
- Remove and replace major components such as transmissions and engines.
- Complete brakes, exhaust, and other system repairs or replacements.
- Read and process job orders to plan and execute repair procedures.

- Provide and maintain personal hand tools (employee-insured; NEICAC held harmless).
- Maintain accurate service records and inventory logs using fleet management software.
- Follow all road rules and safety protocols as required by NEICAC EARL Public Transit and/or US DOT.

Fleet Maintenance Specialist Duties

- Track fleet performance using odometer readings, deadhead miles, and vehicle utilization.
- Generate reports on fleet performance, maintenance costs, and utilization trends.
- Schedule and coordinate preventive and unscheduled maintenance with vendors and the dispatch office.
- Track warranty claims and ensure timely service completion.
- Inspect vehicles and equipment to ensure compliance with maintenance schedules and operational standards.
- Ensure compliance with DOE, DOT, FTA, ADA, and other regulatory requirements.
- Coordinate inspections with the State of Iowa and maintain current registration, licensing, insurance, and inspection documentation.
- Maintain inventory of parts, tools, and supplies; coordinate with vendors to prevent shortages.
- Serve as the primary liaison with maintenance vendors, parts suppliers, and dealerships.
- Collaborate with the dispatch office to manage vehicle assignments and availability.
- Support implementation and use of fleet management and tracking systems.
- Coordinate emergency repairs to minimize service disruptions.
- Maintain PASS certification and support driver safety initiatives.
- Coordinate Operator/Driver training with the Operations Manager or Transportation Director to train new Drivers on lift operation, wheelchair securement, passenger restraints, and vehicle inspection procedures.
- Assist with long-term fleet planning, including replacement schedules and efficiency improvements.
- Recommend service procedures and cost-effective maintenance strategies in coordination with the Transportation Director.

SUPERVISORY RESPONSIBILITIES

N/A

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general Education Degree (GED) required; Three years related experience and/or training in addition to High School Diploma or GED preferred.

PRACTICAL SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs. Ability to maintain balances of funds available and funds disbursed. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES & REGISTRATIONS

Must have or obtain a valid Commercial Driver's License (CDL) with Passenger Endorsement within three months of hire; NEICAC will provide CDL training. Must have a good driving record and remain insurable under NEICAC's insurance policy. Must satisfactorily complete a Criminal Records Check.

FTA DRUG & ALCOHOL TESTING AND MEDICAL CERTIFICATION

In compliance with Federal Transit Administration (FTA) regulations, the employee must:

- Successfully pass a pre-employment drug screening prior to beginning employment
- Participate in random, post-accident, reasonable suspicion, return-to-duty, and follow-up drug and alcohol testing, as required under FTA guidelines.
- Remain in continuous compliance with NEICAC's FTA drug and alcohol testing policy throughout employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must:

- Maintain a current Medical Examiner's Certificate (Medical Card), as required by the Department of Transportation (DOT).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by ***Northeast Iowa Community Action Corporation*** on an "at will" basis.

Signature _____

Date _____

Print Name _____