

PERSONNEL



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Concho, OK 73022
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VACANCY ANNOUNCEMENT

POSITION: FLEET/ASSET TECHNICIAN
PROGRAM: Fleet Management Program
STATUS: (2) Full-Time, Permanent/Non-Exempt
LOCATION: Concho Transit, Concho, OK
ISSUE DATE: August 20, 2026
DEPARTMENT: Transportation

OPEN UNTIL FILLED

DUTIES & RESPONSIBILITIES: The Fleet/Asset Technician shall fall under the direct supervision of the Fleet Director of the Fleet Program and must work cooperatively with the Data Entry/File Clerks. The Fleet/Asset Technician shall assist the Fleet Director in the management of all Tribal vehicles and trailers to ensure their safe use and operation. The Fleet/Asset Technician shall be primarily responsible for providing safe, reliable, low-cost solutions to ensure effective and efficient accountability of all vehicles, trailers, and equipment owned, leased, and/or managed by the Fleet Program. The Fleet/Asset Technician will be relied on to assist the Fleet Director in performing research to develop Fleet Policies and Guidelines, to adopt protocols and procedures, and to ensure the management and inventory of all Tribal vehicles, trailers, or equipment assigned to the Fleet Program. The Fleet/Asset Technician must assist the Fleet Director in developing asset management plans, identifying useful life benchmarks for vehicles, trailers, and equipment, develop maintenance schedules, justify equipment selection for established use, procure as per applicable tribal or federal requirements, perform incident management of Tribal property, and identify any necessary inclusions and/or updates to Fleet Policies and Guidelines. The Fleet/Asset Technician will be tasked with implementing preventative maintenance measures, protocols, and standards to safeguard tribal assets, review and assess maintenance needs, mileage and/or hour logs to ensure accurate records of use and communicate any findings to supervisors of submitters and/or the Fleet Director. The Fleet/Asset Technician shall ensure all vehicles, trailers, and equipment are maintained, stored, inventoried, and serviced according to Fleet Policies and/or maintenance guidelines. The Fleet/Asset Technician shall maintain accurate logs for inventory records and files, including activity logs, maintenance logs, fuel or Fuelman logs, mileage logs, GPS logs, turnpike transponder logs, and other daily, weekly or monthly logs specific to the Fleet Program. The Fleet/Asset Technician must work cooperatively with the Lube Technician to analyze, discern, and troubleshoot maintenance or repair work to identify needs and clearly decide which work is to be performed internally by the Lube Technician and which work is to be sent to a vendor, supplier, or other mechanic shop to be performed. The Fleet/Asset Technician must be able to clearly and concisely communicate with suppliers, mechanic shops, or vendors to secure thorough and detailed quotes for each ticket or request received, to ensure cost effectiveness in the performance of preventative maintenance needs and maintain service provider relationships. The Fleet/Asset Technician must also be able to work cooperatively and communicate openly with the Accounts Manager of the Department to submit quotes for purchase requisitions, secure a

purchase order, submit invoices, and make vendor payments. The Fleet/Asset Technician will be relied on to assist the Fleet Director in the development of inventory controls of Tribal property managed under the Fleet Program and develop effective management protocols to ensure accountability of Tribal property. The Fleet/Asset Technician:

- Must be familiar and able to use various office equipment, including desktop computer, printer, copier, plotter, and laminator to perform general office duties, including filing, typing, scanning, and data entry;
- Must maintain an adequate record-keeping system to ensure collection, retention, and reporting to further safeguard and protect documents to ensure confidentiality of fleet inventory records, files and documents and shall be responsible for managing vendor account files, data collection and analysis files, and report files;
- Must be able to oversee operations, services and activities of a comprehensive equipment maintenance and repair program;
- Must assist in managing and scheduling vehicles, trailers, and/or equipment for repair and maintenance to ensure safety, reliability, and availability to ensure an effective organization and efficient protocol that does not interrupt the delivery of program services;
- Recommend performance measure criteria for vehicle and/or equipment maintenance, fueling, cleaning, and monitor and report performance measurement statistics for vehicle maintenance, fueling, safety, and cleaning;
- Must assist the Fleet Director in identifying risk factors, identify prevention strategies to address problem areas, and suggest evaluative processes or changes to policies for all operators;
- Must communicate effectively with other various programs/departments to collaborate and/or coordinate fleet and asset management tasks, goals, and objectives
- Must communicate clearly to other professions and/or the public in a polite, diplomatic, and professional manner as a customer service responsibility;
- Must adhere to the Tribes' Property and Supply Policies to manage and safeguard all Tribal property in the performance of duties (i.e. vehicle usage logs, maintenance logs, incident reports, etc.);
- Must become familiar with the Tribes' Procurement Policies and Procedures to ensure compliance with the purchase of materials, supplies, and services;
- Must be willing to perform light maintenance duties, such as vacuuming, dusting, sweeping, mopping, cleaning windows and disposal of waste properly to some heavy maintenance duties such as spray washing vehicles/equipment to ensure clean appearance of immediate workspace, vehicles, and equipment to safeguard the integrity of designated office space, building space, vehicles, and/or equipment;
- Must be willing to work in the elements of nature (i.e. weather, terrain, etc.) and subjected to working conditions (able to lift a minimum of 50 pounds to load and unload supplies, be physically fit to get in, under, above, below, on top of vehicle and/or equipment parts such as the engine) to perform duties in the assignment of pre- and post-inspections, maintenance checks, tire checks, etc. to assess and manage fleet of tribal vehicles and/or equipment;
- Must be willing to complete Vehicle Maintenance Management and Inspection (VMMI) training program or similar certification;
- Must be willing to complete Occupational Safety and Health Administration (OSHA) 10-hour

Training applicable to assist in identifying, reducing, eliminating and reporting hazards associated with management and operation of fleet and/or equipment to develop, implement, and adopt safety guidelines to ensure compliance with applicable safety protocols and procedures;

- Must meet driver's requirements and be able to operate vehicles and/or equipment in a safe manner;
- Must be able to install, record, maintain, and inspect global positioning systems (GPS) equipment and able to operate software according to vendors requirements and ensure safety and service regulations;
- Must be able to install, record, maintain, and inspect turnpike transponder equipment according to agency requirements and/or Fleet Policies and Guidelines;
- Must be willing to perform additional duties in the absence of the Fleet Program Director;

QUALIFICATIONS: The Fleet/Asset Technician position requires a responsible and accountable individual who can work with little to no supervision to ensure productiveness and work cooperatively with other Fleet and Department personnel. Incumbents should be able to follow directions and communicate effectively both orally and in writing. Applicants should possess the ability to use desktop computers and be able to type and should possess some knowledge in the use of Microsoft Word, Excel, and Outlook. Experience in GPS monitoring systems, MS Access database, and/or other asset management software is preferred but not required. Applicants must have the ability to analyze problems and resolve them diplomatically, professionally, and quickly. The Transit Fleet/Asset Technician must be able to demonstrate knowledge to maintain communication, review and complete tickets, and access and update logs and/or the databases, complete reports, and document and record actions or decisions for fleet management aspects. The Fleet/Asset Technician requires an individual able to demonstrate initiative in assuming responsibilities, able to answer routine questions pertaining to the Fleet Program, able to disseminate information while maintaining confidentiality, and able to communicate effectively with vendors, supplies, and agency representatives to ensure delivery of services and compliance with occupational safety (OSHA) measures. Must be able to multi-task to ensure productiveness in duties and assignments.

- Knowledge in asset management, fleet management, fuel efficiency, and auto mechanics desired but not required.
- Certification in Vehicle Maintenance Management and Inspection (VMMI) and/or Automotive Service Excellence (ASE) is highly sought.
- Minimum education requirement is a High School diploma or GED Certification.
- Verifiable experience in the field of auto service, auto mechanics, asset management, records management or equivalent for a minimum of 2 years is preferred by not required;
- Years of experience may be acceptable to be equivalent to the education and experience requirements.
- Must be willing and able to attend various training and/or certification programs directly related to job duties and responsibilities.
- Must be able to provide a current Motor Vehicle Report (MVR) from the Oklahoma Department of Public Safety (DPS) and must possess a current Oklahoma State Driver's License.
- Incumbent will be subjected to pre-hire drug and alcohol screen/test and a background check.

SALARY: Negotiable depending on education and experience

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

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