



**CHOCTAW REGIONAL TRANSPORTATION AND  
MAINTENANCE FACILITY - STATE GRANT**

390 INDUSTRIAL PARK, SUITE 1  
CHOCTAW, MS 39350

ADMINISTRATION: 601-650-7433 / 7428; MAINTENANCE SHOP: 601-650-7353 / 7426  
OPERATION TRANSIT: 601-650-7417 / 7430; FLEET MANAGEMENT 601-650-7429  
FAX 601-650-7442

**JOB ANNOUNCEMENT # 096051**

**POSITION TITLE:** Fleet Maintenance Coordinator  
**OPENING DATE:** **JUNE 26, 2023**  
**CLOSING DATE:** **JULY 10, 2023 OR UNTIL FILLED**  
**SALARY:** Tribal Salary Grade 11  
**SUPERVISOR:** Assistant Director, Community Regional Transportation and Maintenance Facility  
**EMPLOYMENT TYPE:** Regular Full time; Exempt  
**JOB LOCATION:** Community Regional Transportation & Maintenance Shop

**General Description of Position:**

The Fleet Maintenance Coordinator is under the general supervision of the Assistant Director and performs duties in the implementation and oversight of the Tribal government's adherence to all safety rules and regulations, in accordance the MBCI's Motor Vehicle Safety Policy. The Fleet Maintenance Coordinator will be responsible for maintaining the Preventive Maintenance Program, as well as maintaining and updating Tribal Vehicle Policies and Procedures.

**Duties and Responsibilities:**

1. Investigate vehicle accidents, provide reports, photos, documentation, and collaborating with tribal risk management.
2. Provide assessments to help prevent recurrence of accidents.
3. Maintain current Fleet Safety records.
4. Assist in conducting safety checks on Tribal vehicles.
5. Conduct site inspections and/or damages on Tribal vehicles.
6. Schedules vehicles for preventative maintenance service and repair of 5311 fleets.
7. Prepares End-of-Useful-Life Reports as needed on 5311 Transit vehicles per MDOT and Tribal requirements.
8. Demonstrate thorough knowledge of all applicable laws, rules and regulations at the Tribal, State, and Federal levels.

Fleet Maintenance Coordinator  
Page 1 of 3

9. Maintain current knowledge of changes in the industry.
10. Understand and implement any policy changes within the organization.
11. Ensure that current and accurate records for all Tribal vehicle history is maintained by the Regional Maintenance Facility by using modern shop management software.
12. Ensure that the preventive maintenance schedule is implemented using the Wex database.
13. Collaborates with MBCI's Finance in regard to gathering pin numbers, issue gas cards, and authorizing driver verification.
14. Collect updated tribal vehicle tag decals and insurance.
15. Participates in emergency preparedness planning and coordination.
16. Assume the position of a Transit Driver when needed.
17. Other duties as assigned by supervisor.

**Physical Location:**

The Fleet Maintenance Coordinator shall maintain an office at the Choctaw Transportation and Maintenance Office Building.

**Qualifications:**

1. Minimum of two (2) years' work experience in fleet safety or related field.
2. Minimum of Associates degree preferred but not required.
3. Demonstrated knowledge of all applicable Tribal, State, and Federal laws, rules and regulations concerning vehicle operational safety.
4. Knowledge of Federal Motor Carrier Safety Regulations (FMCRs) Commercial Driver License regulations.
5. Demonstrated knowledge of automotive service and repair.
6. Demonstrated fluency in both Choctaw and English preferred.
7. Ability to work independently and demonstrate professional work ethics.
8. Must be able to travel at times on job related responsibilities and for training.
9. Must have a valid Class R Driver's License but must attend classes in order to obtain a Class B license with Air Brakes, Passenger (P), and School Bus (B) endorsements within one year of hire.
10. Must have a current Medical Examiner's Certificate form MCSA-558756.
11. Knowledge of current FTA rules and regulations
12. Knowledge and use of computer word processing and spreadsheet applications and basic demand response software.
13. Must possess a valid Mississippi Driver's license, personal transportation, and liability insurance is required for this position.

14. Positions in this job classification are considered safety sensitive and are subject to drug testing, including random drug screens, in accordance with the rules and regulations of the Drug and Alcohol Policy.

**NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section 11, (A), have been revised and approved as follows:**

Further bolstering this Native American preference, to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case by case by basis. The Authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and then Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for; or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:  
Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350