

## Fleet Equipment Coordinator

**Position Title:** Fleet Equipment Coordinator

**Location:** Sacramento or Chico CA

**Status:** Non-Exempt

**Reports to:** Director of Field Restoration

**Pay Range:** \$27.00-\$35.00 Hourly

A thriving future for California's environment and communities requires bold vision, creative problem-solving, and relentless determination. This is a critical decade for action and River Partners is growing our team of talented, dedicated change-makers to meet the challenge head on. Join us!

### Who We Are

**River Partners brings life back to California rivers.** We've revitalized more habitat along impaired California rivers than any other entity in the western U.S., having led hundreds of projects across nearly 20,000 acres throughout California. We restore thriving native forests and ecosystems that support imperiled wildlife, improve flood safety, boost the state's climate resilience, replenish and improve freshwater resources, create open space for communities, and build stronger local economies. Since 1998, we have pioneered an innovative, entrepreneurial approach to conservation, combining modern farming, cutting-edge science, and diverse partnerships.

We are meeting the urgent need this decade to restore our riverways and seek passionate team members to help us grow our restoration footprint at an unprecedented pace and scale.

### Why We Do It

Healthy rivers are California's essential arteries that sustain our food systems, economies, communities, and wildlife found nowhere else on Earth. Our riverways support more species and in greater numbers than any other ecosystem in California, making our state a worldwide biodiversity hotspot.

Yet just 5% of our native riverside habitat remains.

State and federal commitments call for exponentially increasing the pace and scale of river ecosystem repair to adapt to accelerating climate impacts. With their critical role in sustaining wildlife, natural resources, and communities, healthy rivers are essential for a flourishing Golden State. The actions we take to restore our riverways during this decade will decide California's future for generations to come.

## Why You Should Join Us

River Partners offers competitive salaries and benefits, including comprehensive health care insurance, flexible spending accounts, a 401(k) plan with immediate employer matching, paid time off, life insurance, disability coverage, employee assistance programs, and other well-being benefits. We're proud of our supportive culture and focus on work-life balance.

## Position Description:

The Fleet and Equipment Coordinator works with the Director of Field Restoration to lead and manage all aspects of our organizational-wide Fleet and Equipment programs. They also perform other special assignments supporting the efficient management of organizations assets. Specific office management assignments include working with *fleet management software* -to keep our fleets information up to date. Resolving vehicle issues with the field staff. Help organize service for vehicles and equipment. Collecting end of Quarter information and updating spreadsheets for accounting. Some travel is required.

## Essential functions and responsibilities of this position include:

- Coordinate with field staff to keep vehicle maintenance up to date and schedule fleet maintenance and repairs.
- Implements departmental vehicle activities consistent with policies and procedures developed by River Partners to promote safe, cost-effective, and appropriate operation of RP vehicles.
- Work with external vendors, including mechanics
- Maintain inventory of spare parts and tires
- Monitor fuel levels
- Maintain a database of truck and driver information
- Assist with vehicle purchases and replacements
- Assist with process improvement
- Ensure compliance with DOT regulations
- Work with *fleet management software* to keep information up to date.
- Help track and monitor equipment to make sure regular service intervals are met.
- Take care of DMV requirements for registration of equipment.
- Make sure all paperwork inside the vehicle is current i.e. registrations, insurance cards.
- Keep safety binders, and fire extinguishers for vehicles up to date.
- Collects, reviews, and maintains information such as weekly/monthly vehicle usage reports, quarterly mileage reports, etc. Help to create and maintain protocol for vehicle and equipment use.
- Assures compliance with timely accident and vehicle damage reporting requirements, vehicle safety inspections, and emissions inspections
- Report any issues to the Operations Specialist.
- Other duties as assigned.

**Qualifications:**

- Relevant work experience in Fleet Management may substitute for college degree.
- Experience working with Microsoft Office Suite software.
- Must enjoy working outdoors with diverse people and organizations to get things done.
- Creatively solve problems and learn new skills.
- Ability to work on both a team environment and independently.
- Demonstrate good organizational skills, ability to work under multiple deadlines, and flexibility to handle changing priorities. Must be able to remain dedicated and focused on multiple tasks.
- Excellent verbal, organizational and written skills.
- Integrity and ethics beyond reproach.
- Commitment and enthusiasm to carry out River Partners mission.

**Compensation & Benefits**

Non-Exempt position. Pay Range \$27.00-\$34.00 per hour.

River Partners offers a generous benefits package including ample holidays and paid time off, an alternative work week schedule, flexible location and hours, health insurance, and up to 4% 401(k) match on your contribution.

## To Apply

**Please submit a cover letter, resume, and contact information for three references to the link below**

[Careers at River Partners](#)

Review of applications will begin immediately and continue until this position is filled.

**Equal Opportunity Employer**

River Partners is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job-related characteristic as directed by law.