

## **VEHICLE MAINTENANCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Vehicle Maintenance Coordinator is responsible for the development, operation, and any modification of the comprehensive vehicle maintenance program of all of a department's vehicles and operating equipment. Work is performed under the administrative direction of a higher member of management with a high level of independence of action.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Reviews maintenance and "safety check" records to determine vehicle or equipment usage or repair trends;
- Advises operating departments and purchasing official on purchase of vehicles and equipment;
- Coordinates ordering and inventory of vehicle maintenance supplies and parts;
- Coordinates and prioritizes repair and maintenance of vehicles and equipment;
- Establishes and maintains a comprehensive vehicle and equipment maintenance program for all vehicles and operating equipment;
- Schedules all vehicles and equipment for maintenance;
- Establishes and maintains vehicle maintenance and "safety check" record system;
- Determines if repair of vehicle should be done "in house" or to outside contract service and direct appropriate action;
- Prepares vehicle or equipment maintenance and repair bid specifications for outside contract services;
- Assists with establishing and maintaining vehicle maintenance budget;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of standard repair methods for automotive equipment, including diesel repairs and of terminology and tools of the trade;
- Good knowledge of the principles and practices of fleet vehicle maintenance and repair;
- Good knowledge of safety procedures and traffic law requirements;
- Skill in the utilization of mechanical repair tools and procedures;
- Ability to determine appropriate course for repair of automotive equipment;
- Ability to determine if repair can be done by "in house staff" or referred to outside contract service;
- Ability to determine cost efficiencies of repair or maintenance practices;
- Ability to develop and maintain computerized maintenance and repair records;
- Ability to analyze vehicle operational costs and recommend purchasing or operational practices;
- Ability to interact with several City departments affecting vehicle maintenance or repair and accomplish harmonious relationships;
- Ability to prioritize vehicle repairs or maintenance on a regular basis;

- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State college with an Associate's Degree (or higher) in Business Administration, Automotive Repair or a related field AND one (1) year of full time paid experience in the operation and management of a vehicle fleet operation; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full time paid experience in the operation and management of a vehicle fleet operation; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Driver's License at time of appointment and for the duration of employment.