

FLEET MAINTENANCE COORDINATOR

DEFINITION

Under general supervision, coordinates, monitors, and performs semi-skilled to skilled mechanical maintenance and repair work related to City vehicles and equipment, including police, fire, parks and recreation, and public works vehicles and equipment; coordinates and schedules maintenance and repair of vehicle and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Supervisor. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a single-position classification that coordinates and performs the full range of preventive maintenance, troubleshooting, service, and mechanical maintenance and repair activities on a wide range of light to heavy City vehicles, police vehicles and equipment, and construction and maintenance equipment required to ensure that all vehicles and equipment are maintained in a safe and effective working condition and provide the highest level of safety for City use. The incumbent organizes day-to-day activities and operations of the assigned area. Incumbents are expected to independently perform the full range of duties as assigned as well as possess the skill in coordinating work with that of other District departments, vendors, and contractors. This class is distinguished from the Public Works Supervisor in that the latter is a full supervisory-level class responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in all public works maintenance operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the repair and maintenance of vehicles and equipment with outside vendors; contacts vendors for estimates; delivers and picks up vehicles and equipment for service.
- Inspects and evaluates the work of vendors while in progress and upon completion to assure that repair and maintenance activities are performed in accordance with City standards and specifications.
- Develops and coordinates regular inspection and maintenance schedules of vehicles and equipment.
- Maintains and procures an inventory of the appropriate tools, parts, and equipment needed to repair City vehicles and equipment in a timely manner.
- Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks, and a variety of diesel, gasoline, electric, and natural gas powered maintenance and construction equipment.
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches; tunes up engines; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.
- Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on City vehicles and off-road equipment.
- Inspects, diagnoses, and locates mechanical difficulties on trucks and construction equipment.
- Ensures that all vehicles and equipment are in safe and operational condition; makes road emergency vehicle and equipment repairs to all City owned rolling stock.
- Troubleshoots electrical and mechanical problems in vehicles and equipment.

- Performs complete safety inspections of vehicles and equipment to ensure compliance with Federal, State, and local regulations.
- Assists other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment and tools at the close of the workday.
- Maintains accurate manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of automobiles, trucks, and a variety of diesel gasoline, electric, and natural gas powered maintenance and construction equipment.
- Operating and repair characteristics of a wide variety of City owned equipment.
- Principles and practices of fuel delivery systems.
- Operation and care of internal combustion engines and hydraulic equipment.
- Principles and practices of inventory maintenance.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Modern office practices, methods, computer equipment and basic applications.
- Principles and procedures of record keeping and reporting.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Coordinate, schedule, and oversee the vehicle and equipment maintenance and repair performed by outside vendors.
- Inspect the work of others and maintain established quality control standards.
- Troubleshoot and determine appropriate action in the maintenance and repair of automobiles, trucks, and a variety of diesel, gasoline, electric, and natural gas powered maintenance and construction equipment.
- Perform skilled mechanical maintenance, repair, and installation work.
- Independently perform the equipment mechanical repair work.
- Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in the maintenance and repair of gas and diesel powered equipment and five (5) years of increasingly responsible experience in automotive and power equipment repair.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class B Driver's License with appropriate endorsements by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in buildings and facilities with moderate noise levels, controlled temperature conditions, and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.