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<b>JOB TITLE:</b>	<b>Fleet Services Coordinator - Highway</b>	<b>GRADE</b>	<b>11</b>
<b>DEPARTMENT:</b>	<b>Highways</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Fleet Manager</b>		

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**GENERAL RESPONSIBILITIES:**

Responsible for performing technical and administrative work coordinating and participating in the servicing, maintenance and repair of automotive equipment and machinery. The Fleet Services Coordinator provides direction and limited supervision over subordinate personnel. Performs leading role authority in the delegation and performance of vehicle and equipment repair and diagnostics. Individual shall provide managerial support while maintaining physical presence in the maintenance repair area.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Coordinates work and productivity of the fleet maintenance employees to determine priorities and ensures appropriate materials are available.
2. Provides technical and motivational support to fleet maintenance employees.
3. Performs advanced vehicle diagnostic work.
4. Orders parts when necessary to minimize vehicle and machinery downtime.
5. Interacts daily with PC's and peripherals assisting with processes requiring database queries, posting, loading, software program update installs, etc.
6. Creates work orders, posts labor and parts to work orders as required.
7. Processes invoices as required and posts to purchase orders.
8. Performs vehicle and machinery repair as required.
9. Assists in parts ordering, tracking, inventory control, shipment receiving/delivery, shelf stocking, rotation and overall organization of the parts system
10. Performs welding and/or cutting of metals and fabrications.
11. Installs maintenance software updates as required.
12. Leads and manages other Fleet Department personnel during work overs, call-ins and/or shift work/team designations.
13. Assists with other duties and responsibilities as may be required to bolster employee morale, performance, production and technical training.
14. Performs routine daily and weekly computer data entry from completed handwritten forms and/or reports in order to update system maintenance and parts databases.
15. Functional interactive navigational computer skills to work with various software installed on stand-alone PC's, networked PC clients and web-based program and/or applications, knowledgebase's, etc.
16. Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Above average knowledge of the principals and practices of automotive repair facility coordination; thorough knowledge of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment; comprehensive knowledge of the principles and operation of gasoline and diesel engines and/or of the repair and maintenance characteristics of a variety of heavy construction and specialized machinery and equipment; ability to successfully navigate personal computer software to

ascertain vehicle and electronic data for diagnostics, histories, supply and inventory management purpose; ability to establish and maintain effective working relationships with vendors and coworkers.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school or vocational school with major course work in heavy and light equipment maintenance and extensive experience in the maintenance and repair of automotive and/or construction equipment including electrical, hydraulic and mechanical fundamentals. Expert electronic diagnostic knowledge required for OBD generation II, CAN and beyond equipment power train controls. Superb knowledge required on the proper use, care and maintenance of standard hand and power tools. Minimum five (5) year experience of full-time paid employment performing servicing, maintenance, major repair of motor vehicles machinery and equipment. One (1) year experience as a Lead Technician or other managerial role in a fleet repair facility.

**PHYSICAL REQUIREMENTS:**

Ability to lift 50 pounds, occasionally 80 pounds. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth, color, peripheral vision and preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machinery, equipment and motor vehicles, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions. The employee may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain within 9 months of employment a valid Class "B" Commercial Drivers' License for air brake equipped vehicles, ASE Heavy-duty Truck Master and Advanced Level certifications. Ability to obtain industrial lift truck certification within one-year of hire date.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.