

## MOTOR VEHICLE COORDINATOR I

### NATURE AND VARIETY OF WORK

This is administrative and coordinative work whereby the incumbent supports the County's fleet maintenance and transportation operation. Assignments are performed under the general supervision of a Motor Vehicle Coordinator II or designated higher level official. Work is evaluated in terms of quantity, quality and conformance to established procedures, guidelines and regulations.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists with planning and controlling the work of bus drivers who transport senior citizens, patients, and the general public on shopping trips, to and from work, medical appointments, and other designated areas.

Schedules vehicles for repair and maintains a vehicle maintenance calendar in coordination with the County's Maintenance Shop.

Prepares and processes work orders.

Assists with planning, organizing, scheduling, dispatching and coordinating daily activities including manning, route planning, and logistics.

Maintains daily operations data and prepares and submits reports to supervisor.

May supervise subordinates.

Makes minor repairs to equipment, i.e., headlights, tires, etc.

Assists supervisor in determining training needs and instructs and coordinates training sessions.

Performs service writer duties which include evaluating equipment for repairs.

Maintains accurate, complete and retrievable records.

Willingly and cooperatively performs tasks and duties which may not be specifically  
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listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of equipment operations.

Knowledge of the methods, materials, tools and operations of minor automotive repairs.

Knowledge of County, State, and Federal fleet maintenance and transportation laws and regulations.

Knowledge of the hazards and safety precautions of the work.

Ability to plan and supervise the work of others.

Ability to plan, schedule, and coordinate transportation schedules and routes.

Ability to maintain accurate retrievable records and to prepare routine reports.

Ability to operate a light County vehicles.

#### MINIMUM QUALIFICATIONS

Graduation from a high school or equivalent, supplemented by at least one (1) year of experience as a semi-skilled worker in the automotive trades; or an equivalent combination of experience and training.

#### CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid and appropriate driver's license.

Willingness to work out doors in any kind of weather.

Willingness to respond to emergency service calls on a 24-hour basis.

CREATED: 10/88