

MOTOR VEHICLE COORDINATOR II

NATURE AND VARIETY OF WORK

This is supervisory administrative and coordinative work. Incumbents in this class exercise supervision over subordinates in the support of the County's fleet maintenance and transportation operation. Work is performed under the general supervision of a higher level official who evaluates performance through conferences, efficiency of operation and overall contribution to the transportation function.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law Section 16-102(59).

Plans and controls the work of bus drivers who transport senior citizens, patients and the general public and other patrons on shopping trips, to and from work, medical appointments, and other designated areas.

Schedules vehicles for repair and maintains a vehicle maintenance calendar.

Prepares and processes work orders.

Plans, organizes, schedules, dispatches, assigns and coordinates daily activities including manning, route planning and logistics.

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

Investigates and recommends personnel actions relative to promotions, disciplinary demotion, leave approval, etc.

Assists supervisor in investigating personal injury claims as well as other accident related matters and prepares appropriate paperwork.

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

Performs service writer duties which includes evaluating equipment for repairs.

Maintains accurate, complete and retrievable records.

Willingly and cooperatively performs tasks and duties which may not be specifically 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.

REQUIRES 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 regulations.

Knowledge of the hazards and safety precautions of the work.

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

Ability to plan and supervise the work of others.

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

Ability to operate light County vehicles.

MINIMUM QUALIFICATIONS

Graduation from a high school or equivalent, supplemented by at least two (2) years of experience as a semi-skilled worker in the automotive trades, including at least six (6) months of supervisory experience training; 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.

6351 – Motor Vehicle Coordinator II
Page 3

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