

Examples of Duties: Receives new vehicles and inspects for transit damage; schedules new vehicles for preparation and equipping for fleet use; coordinates movement of vehicles through a major repair facility for repairs and preventive maintenance; dispatches pool vehicles; maintains inventory and records repair and inspection, and does related work.

Distinguishing Features: A Vehicle Maintenance Coordinator is a non-supervisory class solely responsible for the scheduling of field vehicles for preventive maintenance in a large repair facility, the maintenance of vehicle records, and the dispatching of a fleet of construction and transportation equipment. A Vehicle Maintenance Coordinator is distinguished from a Truck and Equipment Dispatcher in that the latter supervises Truck Operators, Heavy Duty Truck Operators, Equipment Operators, and is responsible for a fleet of first line or regularly assigned vehicles rather than loan vehicles. A Vehicle Maintenance Coordinator is distinguished from a Senior Garage Attendant in that the latter supervises Garage Attendants in non-repair servicing and cleaning of automobiles and may dispatch passenger vehicles rather than all types of construction and transportation equipment.

Examples of Duties: Schedules vehicles for preventive maintenance lubrication, repairs, and vehicle assignments for a large repair shop based on request for field repairs, personnel availability, preventive maintenance schedules, and availability of pool vehicles; receives requests for field repairs; maintains equipment repair history folders, lubrication and mileage records, and an equipment assignment file; prepares weekly report of vehicle repair progress; check equipment in and out of the repair facility; dispatches pool equipment; determines need for field repair of equipment; answers questions from the field regarding length of servicing time or vehicle down time due to repair; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the operating requirements of a wide variety of transportation and construction equipment and related preventive maintenance practices and methods; a working knowledge of the geography of the City and of the surrounding area; a general knowledge of the methods and problems involved in dispatching trucks and construction equipment; a general knowledge of the operation, capacities, and characteristic of transportation and construction equipment; the ability to plan, layout and supervise the maintenance of records on transportation and construction equipment; the ability to coordinate the movement of vehicles through a large repair facility; and the ability to deal tactfully and effectively with other employees.

Two years of full time paid experience at the level of Senior Garage

Attendant in the dispatching, operation or servicing of large trucks, construction equipment, or transportation vehicles, or four years of full time paid experience at the level of garage attendant in the dispatching of vehicle movement through repair and salvage sections of a major repair facility is required.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.