



CLASSIFICATION NO. 422
Established: 2/00
FLSA: Non-Exempt
EEO: 7

EQUIPMENT MAINTENANCE COORDINATOR

CLASS CHARACTERISTICS

Under direction, to assist in planning, organizing and coordinating the County's vehicle and equipment maintenance programs; to lead, oversee and coordinate assigned personnel performing maintenance and repair work on vehicles and equipment; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Equipment Maintenance Coordinator is responsible for coordinating maintenance and repair programs to ensure the proper and safe operation of vehicles, machinery and construction equipment. Within the Transportation Maintenance Division of the Department of Transportation and Development, the incumbent has primary responsibility for road maintenance equipment, emergency fire and rescue trucks and other heavy duty vehicles; within the Fleet Services Division of the Finance Department, the incumbent has primary responsibility for County motor pool, Sheriff patrol cars, pickups, vans, and other light and medium duty vehicles.

The Equipment Maintenance Coordinator differs from the Fleet Manager, which has broad management responsibility for programs, projects and activities related to vehicle and equipment maintenance and repair. It also differs from the Mechanic, Senior that oversees and performs maintenance and repair work on County vehicles during an assigned shift or in the Maintenance Coordinator's absence, but does not have full coordinating responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Coordinates a regular vehicle and/or equipment maintenance program and establishes repair priorities; reviews and approves employee time cards, work orders and material records for cost accounting purposes.
2. Assists in preparing the section budget and annual work program, including time and cost estimates and detailed material specifications; makes recommendations on the purchase, allocation and disposal of motor pool and other vehicles, machinery, equipment, parts and supplies.
3. Assists in the diagnosis of problems and evaluation of necessary repairs; authorizes use of replacement parts and materials; plans and schedules training on new and specialized maintenance and repair techniques; assists in obtaining collision/repair estimates for insurance purposes.

4. Assists with analysis of maintenance and repair records, purchase prices and leasing costs; compares cost effectiveness of replacement to continued operation, purchase to fabrication of parts, and/or field repair to towing expenses; prepares vehicles and equipment for sale.
5. Ensures implementation of and compliance with safety procedures and regulations at work site; attends safety meetings; reviews safety concerns and suggestions with management and assigned staff; assists in planning and implementing safety training programs.
6. Receives and responds to requests for service; authorizes priority variations in urgent or emergency situations; resolves customer concerns and scheduling conflicts; coordinates shop activities with County departments and divisions, fire districts and other agencies.
7. Performs technical and difficult repair and maintenance work as needed; fabricates special parts and equipment; operates welding equipment; responds to special vehicle/equipment requirements due to inclement weather.
8. May assist in hiring and overseeing lead, maintenance and repair and temporary personnel; assists in preparation of performance evaluations; may recommend progressive discipline; facilitates staff training and development; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Methods, materials, tools, and equipment used in vehicle maintenance, inspection and repair; design and operation of motor vehicles, hydraulics, accessory power equipment and computer control systems; occupational hazards and safety precautions applicable to vehicle maintenance and repair; Federal, State, and County regulations applicable to maintenance specifications, safety and environmental quality; safe operation of vehicle repair and maintenance equipment.

Working knowledge of: Basic math; principles and techniques of supervision and budget preparation.

Skill to: Plan, organize, oversee and coordinate the work of assigned personnel; analyze, mediate and resolve complex customer, scheduling and priority conflicts; develop schedules and time/cost estimates for maintenance programs; oversee completion of repair work within established time and expenditure guidelines; prepare and interpret plans and specifications; inspect, maintain, repair and adjust vehicles and equipment; follow detailed oral and written instructions, diagrams and electrical schematics; operate a variety of tools and equipment to repair and adjust vehicles and equipment, including mechanical and electrical diagnostic equipment, calipers, gauges, hydraulic jack, chassis aligner, lathes, drill presses and welding equipment; document work performed on vehicles and vehicle condition for recordkeeping either manually or using computerized systems; communicate effectively, both orally and in writing; establish and maintain effective working relationships with customers, contractors, government agencies, County employees and the public; maintain records and prepare reports.

WORKING CONDITIONS

Within Finance Department's Fleet Management Division, duties require frequent walking, kneeling, bending, twisting, grasping, fine motor control, and the ability to lift up to 90 pounds, carry up to 40 pounds, and push/pull 80 pounds.

Within DTD's Transportation Maintenance Division, occasional duties in the shop require walking, standing, squatting, bending, twisting, reaching, balancing, fine motor control, and the ability to lift, carry, push and pull objects. Duties also involve exposure to confined spaces, loud noises, vibration, dust, fumes, chemicals, heat, and slippery and/or uneven surfaces.

May require availability on an "on-call" basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license. Some positions require possession of a valid Class B Commercial Driver's License (CDL) with no restrictions in order to drive manual transmission and full air brake vehicles within 1 year of hire. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

Must pass a pre-employment drug test (DOT Regulations for CDL).

Within Finance Department's Fleet Management Division, employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Some positions must successfully pass a criminal history check which may include national or state fingerprint records check.

Edited: 2/17