

CITY OF LOS BANOS

Job Description

POSITION TITLE	FLEET MAINTENANCE COORDINATOR
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	SUPERVISORY

DEFINITION

To supervise and coordinate the City fleet operations within the Public Works Department; and to perform a variety of skilled and semi-skilled vehicle maintenance, including scheduling service, inspections and repairs.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Operations Manager or other management personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Plan, prioritize, assign, supervise and review the work of staff involved in the maintenance, service, inspection and repair of City vehicles and equipment.
- Manage assigned fleet vehicles in a manner that maintains each fleet vehicle according to the manufacturer's recommendations, schedules maintenance activities to assure that the vehicles and equipment are operational, and ready for the day's daily activities.
- Oversee and coordinate City staff and outside vendors to perform service, tune-ups, minor and major repairs, smog checks and inspections.
- Performs hands on mechanics approximately 25 to 30 percent of work day. Examples include system checks and inspections, repair and replace engines, transmissions, rear ends, mechanical and electrical components. Inspect and replace brakes, batteries, seals, pumps, and alternators.
- Maintain all pertinent records for assigned fleet regarding scheduled maintenance, completed maintenance, smog checks, Biennial Inspection of Terminals (BIT) Program, and inventory conditions.
- Ability to operate vehicles and equipment for the purpose of transporting, moving, and testing assigned fleet.
- Properly maintain shop equipment, vehicle lifts, and tools through routine inspections.
- Maintain clean work space and proper housekeeping rules of assigned shop and shop area.
- Build and maintain positive working relationships with co-workers, other City

- employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Equipment and procedures used in fleet maintenance and repair.
- Occupational hazards and safety precautions including proper tool safety and shop operating procedures.
- Theory, care and operation of internal combustion engines as well as electrical, hydraulic, and mechanical systems of equipment and vehicles.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Know and understand fleet activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to City staff.
- Work independently with minimum supervision.
- Perform hard physical labor in adverse weather conditions.
- Use fleet diagnostic equipment and basic office computer programs.
- Issue, receive and carry out oral and written instructions.
- Intermittently, sit while at desk and driving a piece of equipment; stand and walk while performing fleet maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.
- Develop documentation for the procurement of fleet vehicles and equipment, parts, and service.
- Establish Value Managed Relationship (VMR) with vendors and service providers.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class B driver license.
- Two (2) years experience or equivalent in fleet vehicle maintenance/management, which included maintenance scheduling, participation in repair and maintenance functions, and vehicle purchase.
- Thorough knowledge of automotive repair and equipment mechanics.

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