

VEHICLE MAINTENANCE COORDINATOR

JOB SUMMARY

Under general supervision and utilizing a considerable level of decision-making and journey level skills, is responsible for the operation of vehicle maintenance shop and the lead work of the employees in the shop.

DISTINGUISHING CHARACTERISTICS

The class of Vehicle Maintenance Coordinator differs from that of Mechanic II in that the duties and responsibilities include the coordination and supervision of the District's vehicle maintenance program. The Vehicle Maintenance Coordinator class differs from a Mechanic I in that the entry-level duties of the lower class revolve around routine cleaning and servicing of school buses, and other District vehicles.

EXAMPLES OF DUTIES

Maintains repair and preventive maintenance programs for buses, trucks and other district vehicles; assigns work to shop personnel; coordinates maintenance work to meet state standards for school buses; prices and buys parts and materials; maintains and inventory of shop supplies and equipment; determines priorities and estimates cost of repair work to be done; assigns and directs the work of servicing, repairing, constructing, assembling and installing parts, equipment and machinery; assigns and performs body and paint work on buses and other District vehicles; supervises work and repair procedures and methods, reviews work performed; maintains records and submits reports; road checks vehicles; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school, supplemented by standard journey level vehicle maintenance courses.

Experience: Three years of experience performing journey level vehicle mechanical shop work. One year of supervisory or lead vehicle maintenance experience can be substituted for one year of the experience requirement.

Knowledge of: Tools, lubricants, equipment and procedures used in servicing, overhaul, repair and adjustment of automotive and other power driven equipment and of related fuel, ignition, electrical, cooling and braking system; procedures and techniques of fleet preventative maintenance; shop safety measure; provisions of the California Motor Vehicle and Education Code relating to the operation and maintenance of a pupil transportation fleet.

Ability to: Estimate costs of labor and materials for major mechanical maintenance; prepare drawings, diagrams and sketches and prepare and keep clear and accurate records; carry out an effective program of preventative and emergency maintenance and repair; plan, coordinate and

lead the work of the shop; work cooperatively with others; prepare orders and purchase parts and equipment; maintain insurability to drive a District vehicle.

License: A valid Class A or B California Driver's License with "P" and "S" endorsements.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this vehicle and bus mechanic category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee regularly works near moving mechanical vehicle parts and equipment. The employee frequently works with toxic or caustic chemicals such as petroleum products, degreasers, gas fumes and paint sprays, and may work in awkward or restrictive work spaces. The employee must be able to meet deadlines with severe time constraints. The employee must also be able to drive a vehicle/bus during adverse weather conditions and through traffic hazards to provide emergency road service to disabled busses and vehicles. The noise level in the work environment is usually loud and occasionally very loud.

Physical Demands: The physical demands of this position include frequent lifting, pushing, pulling and/or moving up to 100 pounds. The employee is required to stand approximately 70% of the time and walk approximately 30% of the time. The ability to reach overhead, above the shoulders and horizontally with hands and arms is required as is bending at the waist, stooping, kneeling and crouching to inspect busses or vehicles. Dexterity of hands and fingers to operate power tools and equipment is required as is some climbing of ladders and frequent climbing of stairs. Specific vision abilities required to observe and perform repairs include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee must be able to hear and speak to exchange information via two-way radio and personal contact.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Adopted by the Personnel Commission: 12/01/80

Revised by the Personnel Commission: 6/2/86, 10/3/88, 9/6/89, 6/13/02, 10/7/09