

CLASS TITLE: Equipment Services Coordinator

CHARACTERISTICS OF THE CLASS: Under direction, manages and coordinates an equipment services program for the City's fleet management program; and performs related duties as required.

ESSENTIAL DUTIES: Functions as a central coordinator with operating departments for the repair, maintenance and purchase of automotive and heavy equipment; establishes procedures and determines priorities for equipment repair activities; coordinates and oversees the towing and scheduling of both in house and vendor repair work; inspects the quality and ensures the timeliness of all repairs; develops equipment specifications, modifications and performance standards; monitors records of vehicles experiencing frequent breakdowns and recommends repair or replacement; approves equipment for scrapping and salvage; maintains an inventory of equipment operated by the City to ensure departments are adequately supplied.

Coordinates and manages the City's leasing program; establishes policies and procedures for leasing equipment to user departments; analyzes automotive and heavy equipment needs of user departments and prepares specifications and negotiates price, service and related contract terms; develops and implements monitoring procedures for leasing arrangements; arranges for the testing and inspection of leased equipment; administers the chargeback system to ensure leasing costs are recaptured.

Ensures the accurate and timely repair of vehicles; monitors the effectiveness of field service operations and establishes procedures and work methods to improve same; requisitions supplies and materials for truck repairs; reviews emergency call responses to ensure the proper equipment is dispatched and vehicle is serviced efficiently; maintains records and prepares reports of service activities; monitors trends in equipment breakdowns and informs mechanics in order to facilitate preventative maintenance efforts.

MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible experience in the repair and maintenance of automotive equipment, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of automotive equipment repair operations. Comprehensive knowledge of automotive and heavy equipment leasing operations. Comprehensive knowledge of various types and options on automotive and heavy equipment. Comprehensive knowledge of purchasing procedures.

Code: 7110
Operation and Construction Service
River, Harbor and Transportation Group
Automotive Transportation Series

CLASS TITLE: **Equipment Services Coordinator (Cont'd)**

Ability to plan and inspect automotive equipment repair work. Ability to determine repair and service needs of automotive equipment. Ability to establish vehicle towing and repair programs. Ability to establish and manage a Citywide leasing program.

Comprehensive skill in managing automotive leasing, towing and repair programs. Comprehensive skill in the application of the knowledge of automotive equipment repair.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1994