



1618 FLEET SHOP COORDINATOR

Classification Summary

1. Perform gas and diesel engine overhaul, repair, and servicing of District busses, vans, heavy and other maintenance equipment such as riding mowers, tractors and small equipment. Diagnose and determine engine and automotive systems problems and independently perform the maintenance and repair required. Implement preventive maintenance programs and perform related work as required.
2. Plan, organize, coordinate, schedule and oversee the work of fleet mechanics and technicians. Provide leadership in establishing work priorities, problem-solving, team building, internal communication, and the establishment of a preventive maintenance program. Maintain auto shop records. Provide for the training of mechanics. Perform a variety of skilled vehicle and other equipment repair work similar to the level of a Fleet Mechanic II, and perform other related duties as required.

Distinguishing Characteristics

This classification is similar to the Fleet Mechanic II classification in terms of the technical auto repair work but with added leadership responsibilities for the smooth and efficient functioning of a repair shop. It is delineated from a classified supervisor by the absence of discretionary supervisory authority but may assist a supervisor in employee hiring, promotions, evaluations and/or disciplinary actions.

Required Knowledge, Skills and Abilities

(These are in addition to those of lower level fleet mechanics.)

1. Knowledge of project oriented organizational methods and skills.
2. Knowledge of job training and adult learning concepts with ability to implement fleet mechanic training.
3. Strong communication skills and ability to provide technical direction and guidance. Ability to communicate work priorities and assignments.
4. Ability to understand and communicate organizational goals and concepts and serve as a strong communication linkage between shop employees and others within the Transportation Division and the District.
5. Ability to maintain accurate records of work performed, labor time, parts ordered/used, prices, descriptions, and other information using both manual and computer systems.
6. Interpersonal skills and ability to establish, maintain, and develop cooperative and collaborative work teams.
7. Ability to implement safety and accident prevention programs.

Supervisory Relationships

Employees in these classifications comprising the Fleet Mechanic series receive supervision from a Transportation Division supervisor. Technical oversight of the shop and staff is provided by the Fleet Shop Coordinator.

Minimum Qualifications for Class Entry

Graduation from a senior high school or equivalent and six years of progressively responsible automotive mechanic experience which included leadership abilities. Any satisfactory combination of experience and training may be substituted.