

FLEET MAINTENANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating the efficient scheduling of preventative maintenance, inspection and repair of the Ulster County fleet of vehicles assigned to the Ulster County Purchasing-Central Auto facility. An employee in this class is responsible for tracking maintenance and repair activities with a computerized fleet management program, acting as the database program manager. The incumbent also initiates cost analysis reports to aid the Purchasing Agent in making lease and replacement decisions. The incumbent has supervisory and administrative duties over the Central Auto staff, and works under the general supervision of the Ulster County Purchasing Agent, with considerable leeway allowed for the exercise of independent judgment in day-to-day decisions. Direct supervision over actual repairs is not a function of this class; however scheduling direction is given daily to the automotive mechanic staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Utilizes fleet management software to operate and maintain an efficient fleet maintenance program by scheduling and tracking preventative maintenance and repair activities of the Ulster County Purchasing-Central Auto facility;

Utilizes fleet management software, to monitor fleet maintenance costs, coordinate repairs and maximize the useful life span of each vehicle in the fleet;

Establishes and maintains vehicle operations policies for vehicle usage, preventative maintenance and replacement schedules;

Establishes and maintains policy for utilizing On-Call or Call-Out logs for all vehicles that are taken home by their scheduled operators at the end of the day;

Establishes and maintains a policy for utilizing a daily fuel usage log which tracks mileage driven, fuel consumed and repair requests based on such usage;

Inputs all data from maintenance and repair operations, Call-Out logs, fuel usage logs and other documentation into the fleet maintenance data base on a timely basis;

Acts as a centralized resource to receive calls from County departments requesting automotive repair services;

Completes vehicle repair orders and places them on the repair schedule, assuring that maintenance and repairs are completed on a timely basis to minimize vehicle and employee downtime;

Prepares purchase requisitions for automotive repair parts, verifies delivery of parts and approves payment of invoices;

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Determines when specialized services from outside vendors are warranted, prepares purchase orders and assures that the work is accomplished in a timely, cost effective and efficient manner before authorizing payment;

Utilizes cost analysis and control procedures to prepare a schedule of replacing county vehicles, recommending purchase or lease to Purchasing Agent;

Serves as liaison between Ulster County Purchasing and other County departments in regard to fleet maintenance issues;

Coordinates with the Ulster County Information Services Department (IS) to monitor and maintain the fleet management software and data input integrity, submitting reports as necessary;

Coordinates the annual auction of retired and/or surplus vehicles with administrative staff of Ulster County Purchasing;

Maintains records and prepares narrative and statistical reports of a written and verbal nature for administrative staff of Ulster County Purchasing;

Assists in preparing and monitoring the Central Auto operating budget;

May make recommendations for individual training;

May ensure that all records are kept and reports filed in full compliance with Federal and State laws and regulations for all fleet vehicles for which Ulster County is compensated.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods, practices and principals of coordinating repair shop operations; good knowledge of budgetary and cost control practices and techniques as applied to the maintenance and operation of a vehicle fleet; good knowledge of governmental purchasing and inventory practices and procedures; working knowledge of computer database spreadsheet programs; ability to plan and coordinate the daily work activities of automotive mechanics; ability to prepare operating schedules; ability to interpret and write specifications relating to the purchase of new vehicles; ability to prepare and maintain reports of a narrative and statistical nature; ability to communicate effectively both orally and in writing; initiative and resourcefulness, tact, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Automotive Technology, or Business Administration, Finance or Accounting or a closely related field and two (2) years of supervisory experience in a fleet maintenance and repair facility; **OR**

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B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of progressively responsible full-time paid experience working in a fleet maintenance and repair facility, two (2) years of which must have been in a responsible supervisory position.

Note: Successful completion of a two year vocational educational (VOTEC) program majoring in Automotive Technology or Automotive Mechanics may be substituted for either the educational or work experience requirements above on a year for year basis.

Special Requirement: Incumbent must possess at time of appointment, and continuously maintain a valid New York State Motor Vehicle Operator's License appropriate to the vehicles operated.

ULSTER COUNTY
3194 FLT MTC CD
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: July 21, 2005
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