



City of Watsonville

Job Description

JOB TITLE: Equipment Service Coordinator

DATE APPROVED:

DEPARTMENT: Public Works & Utilities

SUPERSEDES: N/A

REPORTS TO: Vehicle and Equipment Manager

SUPERVISION: None

EMPLOYEE UNIT: Mid- Management

FLSA: Exempt

JOB SUMMARY:

Under general supervision, coordinate and schedule the repair and service of City automotive vehicles and heavy construction equipment, and do other related work as required. The work is typical, under the direction of the Vehicle and Equipment Manager.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for scheduling the repair and maintenance of City vehicles, assigning temporary replacement vehicles, and monitoring the completion of servicing and repairs. This position receives technical direction regarding maintenance records from the Vehicle and Equipment Manager and is distinguished from the Vehicle and Equipment Manager in that the latter has overall responsibility for the record maintenance of all the City's vehicles and construction equipment, accident reports, and DMV paperwork related to registration, licensing and disposal of vehicles and equipment.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Supports the Vehicle and Equipment Manager with scheduling preventative maintenance, repairs, and special projects.
- In the absence of the Vehicle and Equipment Manager, schedules vehicle and equipment maintenance assignments.
- Acts as liaison with user departments regarding service problems, recall notices, scheduling, and informational requests.
- Assist with shop office administration; assists the maintenance operation with vehicle shuttling and parts pick-up duties.
- Prepares the monthly schedule for the preventive maintenance program by scheduling vehicles for service based on the vehicles' previous usage and maintenance manual recommendations and the annual schedule.
- Monitors the mileage figures of vehicles to identify unusual mileage usage and revises the monthly and annual schedules as needed.

- Generate and process fleet maintenance shop work orders; enter and/or verify job notes; change work order status; enter job open and finished times; track and enter vehicle downtime and job delays; enter employee labor times into the database and cross-check against work orders.
- Provide updates to customers regarding vehicle status; scan and electronically file relevant invoices and other service information.
- Under direction, monitor vehicle, and equipment regulatory programs; ensure regulatory fees are paid, and permits are current for multiple locations and equipment.
- May inspect work completed by outside vendors.

EMPLOYMENT STANDARDS

Knowledge of:

- Government regulations pertaining to motor vehicle fleets.
- Computerized equipment maintenance scheduling procedures.

Ability to:

- Ability to use personal computers to operate Windows-based maintenance software and hardware and related applications such as electronic mail, word processing, and barcode data transfer.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment and vehicles.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Recognize and diagnose various minor mechanical and vehicle operational problems.
- Set work priorities, schedule work, and effectively modify the schedule as needed.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to operate passenger vehicles (class c), equipment, and machinery in a safe manner
- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as assembling
- Ability to exert light to moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, and textures associated with job-related objects, materials, and tasks

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities is:

- Five years of experience in equipment maintenance operations, preventative maintenance procedures, and various automotive/truck equipment, including the use of computerized fleet information and fuel management systems.
- One year of supervisory experience is preferred.
- High school diploma or equivalent with some vocational/technical training in vehicle and equipment maintenance and repair or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record