

Code: 2245

Title: MOTOR POOL COORDINATOR

SUMMARY: Coordinates or performs the scheduling, servicing, maintenance and record-keeping for a department's vehicle and equipment fleet to meet the department's vehicular and equipment needs. This is distinguished from the Fleet Services Coordinator which has responsibilities for the operation and maintenance of fueling stations and supervision of county motor pools for the Fleet Services Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Coordinates the use, scheduling, servicing and maintenance of county-owned, leased, rented and operated vehicles and equipment, including turf maintenance equipment;
Coordinates the purchasing, stocking, issue and accountability for parts and supplies required to maintain and operate the vehicle/equipment fleet;
Coordinates the movement, transportation and emergency servicing of vehicles/equipment between motor pools, work sites, Fleet Services and contractors/vendors for servicing, repair and maintenance;
Performs and documents operational, trouble-shooting and safety inspections of vehicles and equipment, and coordinates correction of any discrepancies;
Coordinates the rental/lease, use and return of vehicles/equipment to meet department requirements;
Monitors vehicle/equipment operating costs and assists in the preparation of annual department budgets;
Investigates, documents and reports vehicle/equipment damage from misuse, accidents or other causes and coordinates actions with County Risk Management and other agencies;
Maintains manual and computer-based records of vehicular/equipment mileage, hour, fuel and maintenance records;
Writes specifications for, or recommends acquisition of, new equipment or modification of current equipment and vehicles to meet new requirements;
Maintains driver training records for department employees and conducts/coordinates operator and safety training;
Prepares and submits routine, recurring and special reports to management on vehicle/equipment utilization, billing and charge-backs;
May perform emergency operator-level servicing, repair and maintenance of vehicles/equipment.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices for operation, servicing, maintenance and management of a vehicle/equipment fleet;
- functions and operation of specialized non-automotive equipment operated/maintained by department employees;
- principles and practices of maintaining stocks of operating supplies and spare parts to support vehicles and equipment;
- county policies and procedures, state and federal requirements, laws, rules and regulations for the operation and maintenance of vehicles/equipment;
- county procurement and purchasing processes;
- principles and techniques of employee training;
- principles and practices of manual and computer-based record keeping.

Skill in:

- coordinating and scheduling the dispatch, operation, servicing, maintenance and management of a vehicle/equipment fleet;
- inspecting and trouble-shooting of vehicle/equipment problems and coordinating required repair, maintenance, servicing and modifications;

- assessing vehicle/equipment special requirements and researching/recommending cost-effective alternatives;
- maintaining stocks of supplies/parts to support vehicle/equipment fleet;
- maintaining complete and accurate manual and computer-based records;
- preparing and submitting routine, recurring and special reports to management;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Three years of experience in the supervision or management of a vehicle/equipment fleet or motor pool operation and one year of experience in the operator-level servicing and maintenance of automobiles, vans, pick-up trucks and heavy/construction equipment;

OR:

(2) Two years of experience with Pima County as an Auto/Truck Service Worker, Auto/Truck Service Worker-Senior, Auto Service Writer, Automotive/Truck Mechanic, Trades Maintenance Helper or Technician in Automotive Services.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Drivers License with appropriate endorsement(s), as defined by the appointing authority, is required for employment. Failure to obtain/maintain the required license shall be grounds for termination.

Special Notice Items: Positions requiring a Commercial Driver's License are also subject to pre/post-appointment medical evaluation, including drug-testing, per county, state and federal laws, rules and regulations.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.