

## **JURUPA COMMUNITY SERVICES DISTRICT FACILITIES & FLEET COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under direction of the Operations Manager, plans, organizes, coordinates the activities pertaining to the repair and maintenance of District vehicles, generators, motorized equipment and the repair and maintenance of all District facilities; performs other duties as assigned.

### **CLASS CHARACTERISTICS**

The Facilities and Fleet Coordinator is responsible for providing operational support in the many facets of facility maintenance (wells, boosters, buildings, reservoirs) as well as the operational capabilities and safety of the District's equipment and vehicle fleet. Incumbent must demonstrate flexibility in oral presentation techniques and the necessary skills to deliver the appropriate information in a clear concise and logical manner to managers, supervisors, fellow employees and subordinates.

### **ESSENTIAL FUNCTION**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Organizes, plans, assigns, schedules and supervises work of crews involved with the repair, maintenance, and servicing of District vehicle, generators and other motorized equipment.

Organizes, plans, assigns, schedules and supervises work of crews involved with the repair and maintenance of all District facilities.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for fleet & field maintenance activities; and implement policies and procedures for department.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare and maintain all State and Federal mandated administrative and inspection records.

Inspect work in progress and upon completion for compliance with policies, procedures and standard trade practices.

Review contracts for compliance and keep in compliance with all regulatory agencies.

Responsible for purchasing of equipment, maintenance parts and materials; oversee the fabrication of needed parts and equipment as necessary.

Maintain work, time, and material records.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Perform any other tasks or functions deemed necessary to the daily operations of the District.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D with specialized coursework in construction maintenance and inspection, automotive and equipment maintenance and repair, administration, or a closely related field; two (2) or more years experience in a motor fleet setting; including five (5) or more years in a supervisory or lead position.

### Knowledge and Skill Levels

Knowledge of: principles, practices and tools of the automotive mechanic trade; elements of construction technology as they relate to the assigned maintenance and repair activities; types and levels of preventive maintenance and repair activities generally performed in maintenance programs; maintain a safe work practices.

Ability to operate a computer and standard word-processing and spreadsheet software; principles and procedures of record keeping and reporting; understand, explain, interpret and apply federal, state and District requirements as they pertain to this position; evaluate work place safety and security programs and practices and make sound recommendations for improvement; principles of supervision, training and performance evaluation.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; stand or walk for extended periods of time; have hearing and vision

within normal ranges; carry, push, reach and lift up to 25 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to perform assigned tasks; exposure to cleaning and lubricating chemicals and other fumes, dust, and air contaminants.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Certification by National Institute for Automotive Service Excellence (ASE) as a Master Automobile Technician or ASE Master Medium/Heavy Truck Technician desired.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

FLSA - EXEMPT  
Range 103 \$4835 - \$5877