



Position Title: Motor Pool Coordinator
Reports To: Director
Department: Plant Maintenance
Prepared By/Date: Jennifer C. Brito/5-11-2009
Approved By/Date: Prospero Herrera/5-11-2009
Revised By/Date:

Job Code: 0709-00E
Job Group: PENC
Salary Grade: 12
FLSA Status: Exempt

Summary:

The Motor Pool Coordinator supervises personnel and manages outside contractors. This individual plans, organizes, and manages automotive service operations to provide m and repair of all College vehicles, ensuring proper operation and availability of vehicles for use.

Essential Duties and Responsibilities:

- Establishes procedures, standards and guidelines for the maintenance of all automotive and related mechanical equipment
- Prepares and implements preventative maintenance schedules for all College vehicles
- Establishes repair standards to evaluate work performance of College mechanics or private vendors
- Inspects vehicles to determine necessary service or repairs
- Assigns work to College mechanics or qualified vendors
- Reviews and evaluates work upon completion to ensure a high quality work standard
- Recommends design and layout of shop facility and purchase of necessary shop equipment
- Establishes appropriate record-keeping systems to reflect activities associated with the inspection, maintenance and repair of vehicles
- Supervises the preparation and maintenance of associated cost records
- Assists Director in preparing budgetary projections for maintenance, repair and motor pool operations
- Monitors and reconciles expenditure of budgeted funds
- Assists departments in preparing vehicle purchase specifications
- Inspects all new vehicles upon delivering ensuring compliance with purchase order specifications and proper operation conditions
- Assists in recommending various personnel actions including, but limited to hiring, performance appraisals, promotions, transfers and vacation schedules
- Develops training seminars and classes for technical employees
- Implements and manages a warranty claims program through equipment manufacturers
- Maintains and manages parts inventories, disbursement and receipts
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must have working knowledge of WordPerfect, Word, Access, Excel and electronic record systems
- Must be able to meet deadlines, work independently, resolve problems and make decisions in accordance with departmental and College policy and procedures
- Must possess excellent communication skills, both orally and in writing, good analytical judgment, and be detail-oriented
- Ability to lift up to 50 pounds

- Must be able to travel in country and be willing and able to work any shift, weekends and holidays
- Must possess a valid State of Florida driver's license

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

This individual is exposed to both indoor and outdoor environment conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms, stand and walk, use hands to finger, handle, or feel objects, tools, or controls and talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree and seven (7) years of experience in broad based experience in automotive services, to include knowledge of automotive maintenance and repair as well as motor pool operations

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name