

CITY OF LOMA LINDA

LEAD MECHANIC/FLEET SERVICES COORDINATOR

DEFINITION

Under general direction and with limited supervision, plans, coordinates, directs and supervises the technical work related to maintenance and repair of City of gas and diesel-powered light and heavy equipment and vehicles, inventory control functions, process parts, equipment and supplies; maintenance of computerized vehicle information; to act as the primary customer liaison for user departments who need equipment maintenance or repair services; and to perform a variety of duties relative to assigned area of responsibility.

CLASS CHARACTERISTICS

This class reports to the Director of Public Works and is responsible for managing the activities of the Fleet Services Division.

EXAMPLES OF DUTIES

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

- Plans, coordinates, inspect, and participates in the maintenance and repair of gas and diesel-powered light and heavy equipment and vehicles; coordinates equipment maintenance and repair activity with other city departments.
- Coordinates the scheduling and completion of maintenance and repair work by determining operational priorities and resolving work load problems; inspects work and evaluates for conformance to established work standards; ensures that safe work methods are followed.
- Evaluates work methods and operations; prepares estimates and monitors maintenance and operating costs; evaluates division policies, procedures and services to determine effectiveness; makes changes to increase effectiveness to meet division objectives; controls expenditures of allocated funds.
- Diagnoses vehicle problems by inspection, operator interview, and reviewing past vehicle history and warranty data; inspects equipment and vehicles to assess the extent and cost of needed repair; establishes and maintains a variety of records regarding vehicle and equipment service;

- Schedules preventative maintenance, repairs, and warranty work for automotive equipment as determined by time, hours, mileage, manufacturer's recommendations, oil analysis and historical records;
- Prepares work orders for vehicle and equipment repair and warranty work, processes and closes completed work orders; prepares repair type and frequency reports on a regular and as needed basis;
- Acts as the primary customer liaison with user departments who need equipment maintenance or repair services;
- Ensures that the equipment maintenance facility is maintained in a clean and orderly condition; ensures the security of the facility, equipment and tools; registers new equipment and vehicles.
- Authorizes purchase of parts, equipment and supplies; supervises the control of parts, equipment and supplies inventory.
- Updates fleet inventory records, monitors historical records on all equipment; Monitors stock levels; orders parts, supplies, equipment and materials as needed;
- Obtains contact and contract information; makes follow-up contact with both vendors and customers; reviews new materials or parts offered by vendors; meets with vendor representatives; obtains information and makes recommendations to higher level staff;
- Receives requests for parts or materials, distributes from stock or locates possible sources; within established guidelines, purchases goods and materials;
- Checks incoming deliveries; verifies for accuracy; files invoices; assembles items as needed; stores items, supplies, equipment and materials according to established procedures;
- Coordinates a detailed physical inventory of all items, supplies, equipment and materials; reconciles records with actual counts; conducts periodic or special inventories as directed by supervisor;
- Maintains accurate records of vehicle maintenance and fuel usage; prepares fueling station reporting, inventory, replenishment, and tax for monthly and quarterly preparation;
- Submits related forms and records to financial staff; answers related questions; assists with budget preparation;
- Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that would provide the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include completion of specialized training in the maintenance and repair of gas and diesel-powered light and heavy equipment and five years of related mechanic experience.

Knowledge, Skills and Abilities

Thorough knowledge of the tools, equipment and procedures used in the maintenance and repair of gas and diesel-powered equipment; safe work practices; operation of City-owned light and heavy equipment. Considerable knowledge of methods, pertinent laws, codes, safety orders, and safe work practices related to equipment operation and maintenance of a repair facility. Ability to plan, assign, supervise and direct the work of the maintenance and repair of vehicles and equipment; estimate labor and material costs; determine the requirements for major mechanical maintenance and repair work; inspect and determine the adequacy of work performed; read and interpret repair manuals, wiring diagrams and schematics, maintain accurate records and prepare reports; communicate effectively both orally and in writing; analyze emergency situations accurately and adopt effective courses of actions; ensure that work is accomplished within budget limitations; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record. Possession of a Class B license or ability to obtain within 6 months; Possession of a Class A license is desirable. Incumbents must pass a physical examination at time of appointment, including drug screening.

WORKING CONDITIONS

Incumbents must be able to perform the heavy manual work associated with vehicle maintenance and repair with lifting up to 100 pounds; Ability to travel to different sites and locations; ability to sit, stand, walk, kneel, stoop, crawl, twist and climb; exposure to heat, noise, outdoors, irritating substances and/or chemicals, confining work space, mechanical hazards, and electrical hazards;