



JOB DESCRIPTION

General Description:

The purpose of this class within the organization is to oversee operations and perform administrative and clerical work involving the preparation of appropriate intake and service repair orders for all city-owned vehicles and equipment received at the Fleet Maintenance Department. Acquire and maintain parts inventory.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Ascertains problems and services by listening to driver's description of symptoms; clarifying description of problems; conducting inspections; checking vehicle maintenance records; examining service schedules.
- Verifies warranty and service contract coverage by examining records and papers; explaining provisions and exclusions.
- Develops estimates by costing materials, supplies, and labor. Prepares work orders by describing symptoms, problems, and causes discovered, as well as repairs and services required; obtaining authorization to perform repairs; entering WO into service database system. Maintain records by recording problems and corrective actions performed.
- Maintains driver rapport by explaining estimates and expected return of vehicle; obtaining driver's or department head's approval of estimates; obtaining and providing contact telephone numbers; answering questions and concerns; arranging towing and temporary transportation.
- Updates job knowledge by participating in educational opportunities; reading manufacturers' publications.
- Enhances organization's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Parts management by maintaining the right mix and level of stock, ensure the efficiency and productivity of the shop's service and repair operations. Prepares, reviews and processes purchasing documents; prepares purchase orders for needed materials, equipment and supplies; receives and distributes incoming supply shipments; reviews and codes invoices; and forwards invoices for payment; maintains files of purchasing requisitions and completed purchase orders; monitors and reports budget information as requested. Submits and follows up on insurance claims.
- Maintains calendar for department management; schedules meetings and appointments; makes necessary travel arrangements; prepares and distributes agendas; and obtains requested audio-visual equipment.
- Prepares payroll information for the department; receives and reviews timesheet documents;

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enters data into the time management system; enters codes for leave taken, holidays, worker's compensation and other actions which affect employee pay; reviews and verifies payroll data; and submits for final approval and processing; responds to employee questions regarding payroll, deductions, etc. and refers questions to other departments/ staff as necessary.

Minimum Education and Experience Requirements:

Requires an Associate Degree or specialized courses/training equivalent to satisfactory completion of two years of college in business, automotive technology or closely related field; Requires two years of experience in automotive technology, fleet management or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs light work that involves walking or standing most of the time and involves skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

None.

Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, fumes, temperature and noise extremes, machinery, vibrations, toxic agents.

Special Certifications and Licenses:

Notary

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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City of Americus, GA

Title: Fleet Maintenance Coordinator

Class Code: 1210



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By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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Page 3 of 3

