

Specification for Class of

MOTOR VEHICLE MAINTENANCE COORDINATOR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Coordinates the maintenance functions of the Motor Transport Division in the Department of General Administration; assists in the formulation of policies and procedures governing the maintenance of State passenger motor vehicles.

Typical Work

Assists in the development of long-range plans, policies, and procedures for a State-wide motor vehicle maintenance program;

Evaluates requirements and determines necessary resources, including facilities, tools and equipment, personnel and dollar costs, to effectively support the State motor vehicle maintenance program;

Assists in the development and preparation of the division budget estimates for all costs associated with administration and maintenance;

Assists in the update of the automated program; analyzes vehicle maintenance reports, and monitors a motor vehicle preventive maintenance program;

Reviews requirements, develops cost studies, and recommends the most economical and effective policies for motor vehicle contract maintenance with other State agencies and private firms for the repair and maintenance of motor vehicles;

Conducts studies and develops standards for the identification and disposal of motor vehicles based on maintenance costs, operating costs, and depreciation;

Evaluates workload status and maintenance delays; reviews scheduling and management practices to determine most economical and efficient maintenance procedures;

Conducts staff visits to State Motor Pools; discusses and explains maintenance policies; coordinates maintenance policies with other State agencies;

MOTOR VEHICLE MAIN. COORD.

72160

Reviews motor vehicle manufacturers' maintenance recommendations; conducts research in technical journals and motor vehicle fleet management publications;

Performs other work as required.

Knowledge and Abilities

Knowledge of: current motor vehicle maintenance systems, equipment and technology; the principles and functions of management; staff procedures, and sound public relations procedures.

Knowledge and Abilities

Ability to: coordinate and assist in implementing a State-wide vehicle maintenance program; gather, evaluate, and summarize maintenance data; work effectively with State agencies and private business enterprises; write and speak effectively and accomplish completed staff work.

Minimum Qualifications

A Bachelor's degree in business administration, transportation, or related field and three years management or administrative experience in an automotive fleet maintenance program.

Qualifying experience may be substituted, year-for-year, for education.

New class

Effective August 18, 1975

Title change (formerly Manager, Motor Vehicle Maintenance Manager)

Effective June 10, 1983

Revised May 11, 1984

Revises title (formerly Motor Vehicle Maintenance Manager), definition, and minimum qualifications