

SHOP COORDINATOR

DEFINITION

To perform a wide variety of technical work involving the computerized logging and scheduling of service to City owned vehicles and equipment. This position works closely with the parts department, lead mechanics, mechanics, and the Equipment Supervisor to ensure timely and efficient scheduling and completion of repair work and preventive maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the lead mechanic and Equipment Mechanic Supervisor.

Exercises functional supervision over equipment maintenance staff.

ESSENTIAL AND OTHER FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Examples of Essential Functions:

Coordinate office support functions; may direct, prioritize and coordinate work assignments of support personnel.

Generate repair orders; enter and track service work using a computer and service tracking/logging software.

Assist in scheduling work for day and swing shifts.

Process service orders daily to determine work completed or not completed; ensure accuracy and correctness of entries on work orders and on the computer.

Coordinate training for Equipment Services staff and maintain calendars of department activities.

Collect, compile, and analyze information from the vehicle maintenance program.

Assist in a variety of departmental operations and assignments as requested.

Work with lead mechanic and equipment mechanic supervisor to recommend improvements in workflow, procedures, and use of shop equipment and forms.

CITY OF VANCOUVER
Shop Coordinator (*continued*)

Examples of Other Functions:

Operate a variety of office equipment including a computer and ten-key.

Oversee the ordering and storage of appropriate supplies.

Contact outside agencies for contracted vehicle repairs and warranty work.

Maintain work, time, and material records.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Tools, equipment, parts, and procedures used in the repair and maintenance of vehicles and heavy equipment, including labor requirements.

Purchasing principles and practices.

Use of personal computers and basic software.

Safe work practices.

Basic mathematical principles.

Ability to:

To schedule the work of mechanic maintenance staff.

Maintain a variety of shop and repair records.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Work with the lead mechanic and equipment mechanic supervisor to identify problems and resolve conflicts in an effective manner.

Research, analyze, and evaluate programs, policies, and procedures.

Use a personal computer and appropriate software.

Understand and follow oral and written directions.

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

CITY OF VANCOUVER
Shop Coordinator (continued)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of technical support experience in an automotive or heavy equipment repair facility, preferably with some experience performing equipment repair duties.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a class "A" commercial driver's license within six months of hire.

WORKING CONDITIONS

Shop environment; able to lift 50 pounds, exposures to dust, grease, and noise.

OPERATING PRINCIPLES

Individuals are expected to work in a manner consistent with the City of Vancouver's Operating Principles; specifically: Work and act as a team player in all interactions with other city employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

Est. 3/99 dw
Rev 2001 dw