City of Inglewood Job Description
Class Code: 644

FLEET MAINTENANCE COORDINATOR

DEFINITION

Under general supervision prepares and manages reports and documents related to Fleet Services Maintenance program.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Coordinates special projects for Fleet Services; assists in the development and implementation of municipal programs; compiles and reviews data to make recommendations for Fleet Services programs; drafts, reviews and finalizes staff reports, agreements, resolutions, correspondence and memorandums; performs research, review and implementation for new division's regulations, policies and procedures; conducts and responds to surveys with local agencies on Fleet Services issues.

May monitors and track budget for Fleet Services programs; prepares and reviews agenda items, budget changes and other technical functions to assure compliance with division's goals and policies; consults with Fleet Services Superintendent to formulates and develop recommendations to write evaluation and project status reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.

Knowledgeable of research, budget and grant management principles and techniques Knowledgeable of personal computer hardware equipment and software applications Knowledgeable of file management and record keeping method and procedures Skilled in preparing business reports, letters, plans, agreements and memorandums Skilled in working with conflicting deadlines to complete projects Skilled in establishing and maintaining productive working relationships Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A Bachelors degree in Business/Public Administration or closely related field, **AND** two (2) years experience performing research, complex analysis, or administrative support **OR** an equivalent combination of education and experience.

2005 1 of 1