

## **Job Description: Vehicle Service Coordinator**



### **Position Title:**

Vehicle Services Coordinator

### **FLSA Status:**

Exempt

### **Salary Grade:**

SG18

### **Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

### **Custom Job Purpose:**

This position exists to provide leadership and perform responsible supervisory work in directing the operation of the service centers providing safety inspections, maintenance services, and bus repair.

### **Essential Functions of this Job**

Supervises and evaluates the work of all service center personnel. Serve on the interview panel for hiring and assisting with service center personnel's discipline. Inspects, tests, and road tests equipment to determine the nature of defects and failures. Responsible for scheduling all warranty repairs and claims. Initiates research regarding costs and makes recommendations regarding supplies and equipment purchases.

Provides or serves as liaison to other departments. Responsible for the overall operation and functions of the service center assigned.

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### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Considerable knowledge of the construction, assembly, adjustment, and maintenance of various automobiles, buses, trucks, and other equipment. Significant understanding of the methods and practices used in parts acquisition and the repair and maintenance of school buses, medium/heavy trucks, and automotive equipment. Understands and follows oral and written instructions.

Ability to diagnose defects and relay corrections to shop personnel. Ability to place, inspect and supervise the work of employees. Ability to establish and maintain an effective working relationship with employees, other departments, and the public.

Considerable knowledge and ability to operate computerized programs related to service center operations. Prepares payroll for employees at the service center.

Considerable knowledge of the occupational hazards and safety precautions of the job. Ability to follow DER (Department of Environmental Regulation), EPA (Environmental Protection Agency), and OSHA (Occupational Safety and Health Administration) guidelines as to the handling, storing, and disposal of waste material. Bilingual/biliterate preferred.

### **Education, Experience, and Certification/License Requirements**

Graduation from high school or completion of GED is required. Graduation from an accredited technical school or the Automotive/Diesel Repair Program is preferred. A minimum of four (4) years of experience as a service technician is required. Experience as a fleet shop supervisor liked. Master ASE certifications are preferred.

Appropriate State of Florida Driver's License.

### **Work Context:**

Requires some sitting and standing, walking, and moving about to coordinate work. Alternative communication systems include electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires face-to-face discussions and contact with individuals and teams. Requires work with students, internal and external communications, and the public.

### **Physical Environment:**

Requires working indoors in environmentally controlled conditions. Requires sitting for most of the day, and the ability to lift, carry, move, and position objects infrequently weighing up to 20 pounds.

**Local Code:** 9000

**EEO5:**

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**Approval Date:**

**Date Last Revised: 04/11/2022**

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.