

COORDINATOR OF MAINTENANCE AND SCHEDULING

Code No. 3-19-002

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position in a school district responsible for coordinating the administrative activities of automotive maintenance, dispatching and bus expediting functions. Work involves scheduling staff, hiring, training, budget, record maintenance, and general coordination of activities. The employee reports directly to and works under general supervision of the Transportation Manager. General supervision is exercised over maintenance, dispatch and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Directs, supervises and schedules vehicle transportation maintenance and dispatch staff;

Directs record keeping and reporting of all vehicle maintenance, payroll, and personnel records;

Establishes maintenance standards and schedules;

Reviews request for vehicle maintenance, mechanical supplies and equipment;

Responds to off-hour emergencies, and/or district vehicle accidents, calls out personnel as needed, discusses problems with transportation manager and/or lead mechanic;

Recommends hiring, promotion, transfers, and termination of employees;

Counsels subordinates and conducts disciplinary action when necessary;

Implements employee training and development programs;

Assists in developing and monitoring department budget;

Assists in implementing training sessions and employee development programs for transportation department personnel;

Meets with school and community representatives to provide information as requested;

Prepares narrative and statistical reports;

Assumes Transportation Manager's responsibilities during absences;

Operates computerized energy management system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office management practices including payroll, budget preparation and control and record maintenance; working knowledge of the safety precautions involved in preventive vehicle maintenance; ability to hire, supervise, train and counsel staff;

organizational ability; ability to communicate both orally and in writing; ability to analyze data and prepare narrative and statistical reports; ability to utilize a computerized energy management system; ability to establish and maintain working relationships with others; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years paid full-time or its part-time equivalent professional* management** experience including, but not limited to, staff supervision, planning, resource allocation, or budgeting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or 60 college credit hours), plus five (5) years experience as defined in (A); OR,
- (C) Seven (7) years experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

*professional experience does not include secretarial or clerical duties.

**management experience is defined as responsibility for the proper operation of the day-to-day activities of a function, unit, or project.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 15, 1993