

NEW CASTLE COUNTY GOVERNMENT

Number 0351

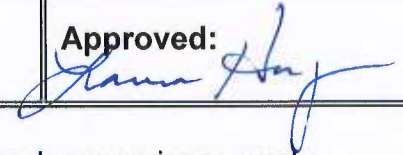
CLASS SPECIFICATION

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Date 12/16/13

Title: SPECIAL SERVICES EQUIPMENT COORDINATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional and supervisory work coordinating and overseeing the operation of the fleet and heavy motorized maintenance and equipment garage; coordinates the acquisition of equipment; coordinates the oversight of the parts room; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, coordinates and supervises activities relating to the maintenance, repair, acquisition and use of the fleet and heavy motorized maintenance and construction equipment. Responsibilities include recommending the purchase and/or disposal of equipment; preparing and reviewing the necessary specifications; ensuring that equipment meets specifications; supervising the garage and automotive parts unit; coordinating the preventive maintenance program; maintaining cost and equipment records and preparing related reports. This employee works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Plans, assigns and oversees the repair and maintenance of all vehicles and equipment;
- Supervises, trains, instructs and evaluates employees;
- Coordinates the preventive maintenance program and schedule;
- Recommends standards for the purchase and disposition of equipment;
- Recommends, writes, and reviews specifications for the purchase of turf maintenance and construction equipment and coordinates with purchasing as needed;
- Initiates purchase orders for the purchase of equipment;
- Contacts vendors to locate equipment and arranges demonstration of equipment by vendors;
- Inspects new equipment for compliance with bid specifications;
- Maintains cost, inventory, repair and maintenance records and prepares related reports;
- Coordinates the ordering and stocking of all necessary automotive parts and supplies for equipment maintenance and repair;
- Serves as backup for the customer in-take process;
- Checks all incoming orders for proper pricing, quantity and conformance with purchase requirements;
- Maintains current automotive parts manuals and catalogs;
- Makes physical inventory of parts and deletes obsolete items for credit return to supplier;
- Supervises the usage, storing and issuing of all parts;

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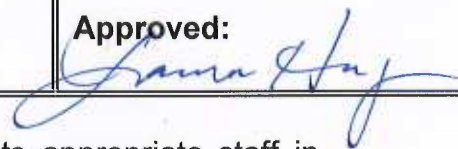
CLASS SPECIFICATION

Page 2 of 2

Date 12/16/13

Title: SPECIAL SERVICES EQUIPMENT COORDINATOR

Approved:



- Determines appropriate fabrication techniques and directs appropriate staff in extensive fabrication work;
- Prepares mechanical drawings to expedite fabrication work;
- Coordinates equipment repair and maintenance with other departments or agencies as needed;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the characteristics, use, repair and maintenance needs of a wide variety of automotive and heavy maintenance and construction equipment, including gasoline and diesel engines; good knowledge of the principles and practices of automotive repair shop management; good knowledge of shop tools and equipment of the trade; good knowledge of the occupational hazards and safety precautions of the trade; good knowledge of repair shop and inventory record keeping practices; ability to prepare and interpret specifications for the purchase of equipment; ability to communicate courteously and effectively, both verbally and in writing; ability to effectively supervise employees; ability to establish and maintain effective working relationships with subordinates, managers, other departments and outside vendors.

MINIMUM QUALIFICATIONS: At least three (3) years of supervisory experience in the repair and maintenance of automotive and heavy motorized equipment and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 08/27/90
Revised: 01/24/95
Revised: 07/01/97
Revised: 11/01/97 (Includes title change from Parks Equipment Coordinator)
Revised: 05/01/01
Revised: 12/16/13