



Job Description Example
Fleet Service Coordinator

Date:

Job Title: Fleet Service Coordinator

Reports to: Manager – Fleet Service

FLSA Status: Non-exempt

Purpose

Determine and communicate the repairs needed for Company Fleet in order to maintain the Company fleet for maximum equipment life and minimal downtime. Coordinate, prioritize and schedule fleet repairs and inform customers of the progress of the work.

Key Result Areas

- A. Determine the scope of the repair or maintenance work needed to be done, prioritize the work repair orders and communicate the information to the department manager and foremen.
(Percent of Workload: 30 %, Degree of importance: High)

- B. Create repair orders from Company fleet drivers' reports and/or from external customer contacts.
(Percent of Workload: 30 %, Degree of importance: High)
 - 1. Obtain information from the customer as to the requested or needed work
 - 2. Discuss repairs with the customer
 - 3. Record the appropriate information about the unit/vehicle into the computer system and print out the work order
Track customers rental trucks and gives estimates on repairs needed. Informs rental customer the states of the units in our yard with a spread sheet that updated weekly.

- C. Communicate work orders and observe workflow progress on the shop to ensure the work is completed to specified requirements in a timely manner.
(Percent of Workload: 20 %, Degree of importance: High)
 - 1. Meet with shift foremen and fleet assistant to discuss work orders and areas of concern
 - 2. Assist with interpretation of works orders and instructions to mechanics
 - 3. Works with parts specialist to insure parts are available when customer's vehicle is ready for repair.

4. Orders parts as need, fills in for Parts Specialist when they are out.
5. Visually inspect the quality of the work being completed

D. Perform inspection of aerial equipment to ensure the safety and reliability of the equipment.

(Percent of Workload: 20 %, Degree of importance: High)

1. Visually inspect all types of aerial equipment
2. Perform dielectric testing
3. Perform non-destructive testing and training

E. All other duties as assigned

Required Education and Expertise

- Current and valid Class A driver's license
- 10 years experience inspecting aerial equipment
- Knowledge of all types and brands of Aerial Lifts and how they work

Knowledge, Skills and Abilities

- Basic computer skills
- Ability to communicate both verbally and in writing
- Ability to listen to and understand customers' needs
- Ability to read operating manuals and instructions
- Ability to operate lift equipment
- Good problem solving skills
- Knowledge of the operation of all types of non-destructive testing equipment
- Ability to stand, sit, walk, bend, climb, reach
- Ability to lift
- Ability to grasp hand tools
- Repetitive motion: keyboarding
- Ability to smell gas

Working conditions: Occasionally works outdoors. Is exposed to noise and heights.