

Vehicle Use Coordinator

Definition

Under supervision, to perform general administrative duties relating to dispatching and performing minor routine care and other record keeping duties for County vehicles.

Distinguishing Characteristics

The Vehicle Use Coordinator classification is distinguished from the Automotive Attendant classification, in that the Vehicle Use Coordinator is assigned routine care requiring minimal automotive skills, such as making sure the vehicle is clean and has gas before transportation, and vehicle recordkeeping, whereas the Automotive Attendant provides a wider range of semi-skilled preventative maintenance, including tire/accessory replacement, brake system replacement, and changing fluids, in addition to a wider range of recordkeeping associated with service/maintenance requests.

Typical Tasks

- Transports vehicles from Department locations to County Fleet sites for maintenance or to be cleaned on a regular basis;
- Replaces license plates and registration tags;
- Inspects vehicles for service needs;
- Performs minor tasks on vehicles, such as filling gas tanks, charging electric cars, and adding air;
- Drives County vehicles for the purpose of relocation;
- Files vehicle service records;
- Orders and maintains duplicate keys and assists to maintain the key management system;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties as assigned.

Employment Standards:

Sufficient education, training, and experience to demonstrate the possession and direct application of the following knowledge and abilities:

Training and Experience Note: The required knowledge and abilities are attained through training and experience equivalent to the possession of a high school diploma.

Special Requirements

- Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County driver's authorization.

Knowledge of:

- Basic computer applications, such as word processing, spreadsheets, and databases;
- Basic office practices and procedures, including filing systems, reference sources, and operating standard office machines;
- General English usage, including grammar, punctuation, and spelling.

Ability to:

- Charge vehicles;
- Transport vehicles;
- Keep accurate manual and automated records and logbooks;
- Service automobiles with gas, electric charge, and air.

Physical Requirements

- Must be able to perform duties requiring manual dexterity.

New – 8/13/2019 - AL

NS-5.20.03