



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
MOTORPOOL COORDINATOR
VEHICLE AND EQUIPMENT SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the coordination and oversight of the City's Motor Pool operations. Reports to the Fleet Support Manager.

ESSENTIAL JOB FUNCTIONS

Responsible for coordinating the use and placement of vehicles assigned to the City's motor pool; establishes and implements policies, procedures and standards for ensuring the availability of vehicles at assigned locations. Responsible for verifying vehicle information to include mileage, user identification and any damages to vehicles.

Responsible for general maintenance of vehicles to include exterior and interior cleaning; monitors fuel levels. Coordinates with the Department of Vehicle and Equipment Services for regular maintenance and inspections. Orders fuel deliveries and logs tank levels on a daily basis; inspects tanks, pumps and related equipment for leak integrity and emergency disconnect apparatus.

Maintains log of vehicle reservations, fuel usage and submits monthly reports to management. Maintains an inventory of departmental vehicles including VIN numbers, license plate and registration numbers; repair work, inspection timetables, warranty information and any special equipment such as portable radios and their related expiration dates, maintenance and replacement programs. Assists in developing the annual budget for motor pool services.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Motor Pool Operations - Thorough knowledge of current and effective motor pool operations concepts and practices. Knowledge of general and preventive maintenance procedures for vehicles and related equipment. Knowledge of fuel and automotive product handling and storage procedures as well as proper disposal methods as required by the National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA) regulations.

- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships – Develops and maintains cooperative and courteous relationships with employees, managers, and representatives from other departments and organizations.

REQUIRED ABILITIES

- Time Management – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Communication – Ability to communicate ideas and proposals effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 3 – 5 years of experience with fleet or vehicle operations, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Requires an acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, humidity, weather, fumes, and traffic hazards.