



## **JOB DESCRIPTION**

**TITLE: Vehicle Maintenance Coordinator**

**IMMEDIATE SUPERVISOR: Facilities Manager**

**DEPARTMENT: Maintenance**

**FLSA: Non-Exempt**

### **GENERAL SUMMARY:**

The Vehicle Maintenance Coordinator is responsible for planning, coordinating, communicating and overseeing effective operations of all HEP vehicles. This position requires preventative vehicle maintenance coordination and oversight of vehicle repairs as well as collaboration with various departments to ensure compliance with FDOT mandates, FL State transportation management plans, GPS monitoring systems, data analysis and reporting, operational safety protocol and organizational support of OSHA safety and health standards, training and organizational safety compliance.

### **PRINCIPLE DUTIES AND ESSENTIAL FUNCTION:**

- Schedule routine preventative maintenance for FDOT vehicles as per stated management plan.
- Train and monitor performance of drivers.
- Timely, effective communication of all vehicles, safety and staff to management.
- Maintain all vehicular mandates including registration, tags, insurance and other necessary requirements.
- Schedule and/or disseminate training opportunities required for FDOT drivers as per HEP's FDOT approved Transportation Operating Plan (TOP).
- Develop a schedule of routine preventative maintenance for all vehicles in HEP's fleet.
- Work collaboratively with Compliance and Human Resources regarding driver and vehicle compliance per FDOT standards and most up to date, approved TOP.
- Follow FDOT approved Transportation Operating Plan (TOP) and stay current with FDOT listserv and quarterly FDOT meetings to amend and update TOP to remain in compliance.
- Monitor and maintain telematics platform, generate monthly reports and distribute to managers at least monthly as per HEP's Transportation Safety Plan.
- Direct and problem solve transportation and routine maintenance schedules to create and maximize efficiencies.
- Develop and maintain metrics to improve fleet program cost effectiveness and safety performance.



- Conduct safety audits, following FDOT/FL safety standards and regulations.
- On-going support and involvement in organizational efforts ensuring OSHA compliance.
- Coordinate all preventative maintenance and repair efforts on entire fleet ensuring safe operating condition.
- Work collaboratively with USF CUTR to remain current on FDOT policies, procedures, training requirements, maintenance requirements, and for any needed technical assistance to maintain compliance with the state management plan.

**KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:**

- Equivalent work experience.
- Knowledge of Florida Department of Transportation rules, policies and regulation of fleet management
- Knowledge of telematics and vehicle tracking software
- Proficiency in Microsoft Office Suite, particularly Outlook, Excel and Word
- Excellent written and verbal communication skills
- Experience or knowledge of basic automotive mechanics
- The ability to interact well with guests, showing both compassion as well as consistency
- The ability to work with the public, including neighbors, program residents and volunteers
- Strong organization and time management skills
- The ability to work independently and as part of a team
- Ability to respond effectively to the most sensitive inquiries or complaints
- Compliance with all internal policies, federal, state, and local laws and regulations
- Must be flexible in adverse work environments
- Must be willing to learn new skills and maintain flexibility with various department needs
- Work environment requires majority of time moving about inside and outside in varying temperatures
- Must be able to lift minimum 50 lbs.
- Must have valid driver's license and pass both background and drug screenings
- Participate in departmental and organizational meetings and trainings

*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.*

*HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.*