

VEHICLE MAINTENANCE SHOP COORDINATOR

Cherokee County, SC

**Location**

138 Public Works Drive
Gaffney, SC 29341

Job Type

Full Time

Department

VEHICLE MAINTENANCE – PUBLIC WORKS

FLSA

NON-EXEMPT

Job Summary

This is a full-time position responsible for providing support to the Cherokee County Vehicle Maintenance Shop as well as select support duties to all departments under Cherokee County as it relates to fleet and equipment maintenance. Duties include but are not limited to: maintaining software utilized to facilitate equipment/vehicle work orders, developing reports as they relate to vehicle maintenance, facilitating the procurement process for all equipment and vehicle service needs; building, maintaining, and organizing files (physically and electronically,) and communication with various departments regarding equipment general and preventative maintenance needs. This position requires excellent organizational and communication skills and the ability to multitask. This position requires a high level of professionalism, discretion, and the ability to work independently with minimal supervision.

Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none"> • Work Order Organization and Reporting in Software System <ul style="list-style-type: none"> ➤ Create work orders per department requests as they come through the portal. ➤ Data entry for all equipment for public works departments which include parts entries, work orders, work requests, mileage updates, PM profiles, etc. ➤ Create preventative maintenance orders when hours/mileage come due from generated software program. ➤ Add new or remove expired equipment profiles which include: VIN identification, serial and model numbers, engine and drivetrain stats, equipment numbers, filter numbers and oil lube identities. 	35%
<ul style="list-style-type: none"> • Vehicle Maintenance Shop Procurement Duties <ul style="list-style-type: none"> ➤ Communicates with Department Manager on parts and services needed for specific equipment ➤ Contacts outside vendors and explains needs in order to obtain quotes in e-mail form. ➤ Generates requisitions via Parallels/Tylers Software to obtain a purchase order and facilitate the PO process with the supplier. ➤ Once parts/services complete, information sent to department manager for final payment approval. 	30%
<ul style="list-style-type: none"> • Vehicle Maintenance Reporting and Inventory <ul style="list-style-type: none"> ➤ Monitors lube tickets and inputs data into an excel spreadsheet to be updated daily ➤ Compiles assigned reporting information to be sent to administration for monthly tracking. ➤ Assists department manager with cost analysis throughout the fiscal year with reporting, pulling documentation, generating spreadsheets, budgeting data, equipment deterioration values, etc ➤ Tracks quantities used from vehicle maintenance stock room on parts used and reorder products as required for PM filters, broke components, and daily stocked consumable items. 	30%
<ul style="list-style-type: none"> • Other Misc Duties as Assigned: <ul style="list-style-type: none"> ➤ Assist the Vehicle Maintenance Manager on special projects as required. 	5%

Qualifications

Job Requirements

- Minimum of 6 months experience in vehicle maintenance coordination in some capacity.
- Minimum of two years in an administrative role within the government sector
- Proficient with technology, i.e. Microsoft Office Products, Adobe Products, Excel, etc.
- Must be able to operate a motor vehicle and in possession of a valid driver's license issued by the State of South Carolina
- Must be able to successfully pass a drug screen

Preferred Qualifications

- Associate's degree in Business Administration
- 1+ year of experience specifically in a vehicle maintenance administrative role

Performance Requirements

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work.
- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities
- Knowledge of the terminology, principles, and methods utilized within the County
- Knowledge of standard administrative practices
- Effective communication and ability to interact well with employees, supervisors, members of the general public
- Skill and mathematical ability to handle required calculations
- Knowledge of inventory practices, specifically for vehicle maintenance operations.
- Knowledge of procurement and maintenance operations within a vehicle maintenance shop.

Other Information

Working Conditions

Primary Work Location: Cherokee County Public Works
138 Public Works Drive
Gaffney, SC 29341

Physical Demands:

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level.

Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.