

JOB DESCRIPTION

Job Title: Coordinator, Facilities Maintenance

FLSA Status: Exempt

Salary Grade: 6

PURPOSE OF POSITION

The Coordinator, Fleet Maintenance, will coordinate the fleet maintenance activities of the agency, including vehicle repair and maintenance.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from supervisors and departmental management
- No formal supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Coordinate the maintenance and repair of SCRRA's vehicle fleet.
- Maintain accurate records of vehicle inventory, condition, mileage, maintenance and repairs.
- Install, monitor, repair, and replace rubber fleet GPS systems.
- Coordinate the vehicle repairs with dealers, suppliers and insurance representatives.
- Ensure vehicle regulatory and certification requirements are met.
- Approve vehicle repair follow-ups with maintenance shops to reduce cost and down time.
- Handle all rubber fleet vehicle accidents including accident reports, pictures, and third-party information filing claims with insurance companies. Coordinate repair and loss situations with body shops.
- Recommend vehicle acquisitions determining type, make and model that best fits use of vehicle. Complete vehicles registration and arrange for aftermarket installation of needed equipment.
- Coordinate vehicle life cycle and handle removal of any SCRRA equipment or decals before vehicle is sent to auction. Schedule the transporting of vehicles for servicing.
- Support Facilities Maintenance Technicians and provide advisory hands-on assistance in maintenance and repair of rail car moving equipment.
- Perform inspection of automobiles to ensure the SCRRA contractors have met contractual obligations when maintaining and/or repairing SCRRA vehicles. Analyze and troubleshoot defective equipment.
- Review cost estimates and warranty information as required.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.



MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma, GED or its equivalent.
- A minimum of two (2) years experience in the principles and practices of public agency procurement processes, contract administration, OSHA and other safety and environmental regulations and practices related to vehicle maintenance
- A minimum of one-year experience in a lead role including the planning and coordinating of vehicle operations for routine preventative maintenance.
- A combination of training, education and or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of required experience.
- Valid Class C Driver's License with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Automotive and vehicle systems
- Mechanical and electrical automotive systems
- Technical
- Regulatory and certification requirements
- Rail equipment
- Safety and environmental regulations and practices related to vehicle maintenance
- Public agency procurement regulations
- Facility

Skilled In:

- Organization and time management
- Oral and written communication
- Troubleshooting
- Supervision

Ability to:

- Administer contracts
- Schedule preventative maintenance

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication



- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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