

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Fleet & Facilities Coordinator
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under direction, the purpose of the position is to coordinate and manage the fleet and facilities operations in compliance with all local, State and Federal laws applicable to the work. Employees in this classification are responsible for organizing and maintaining the seven-year police vehicle replacement schedule, vehicle preventative maintenance and calibration schedules. Objective is to ensure the safety and maximum performance and efficiency of all law enforcement vehicles and to ensure the proper maintenance and upkeep of the facility.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates, manages and evaluates the repair and servicing operations of the Fleet & Facilities management programs.
- Develops, prepares and manages the Capital Improvement Fleet Budget and the ten year capital outlay forecast for the Police Department.
- Coordinates and implements all vehicle maintenance, records and schedules for the seven year police vehicle rotation program to ensure the safety and maximum performance and efficiency of all law enforcement vehicles.
- Allocates vehicles to employees for all temporary and permanent assignments.
- Coordinates and controls the issuance and inventory of keys, card access, identification cards; maintains card access records; coordinates, exchanges and maintains inventory of door locks and cores in facilities to ensure building security.
- Assists the Clerk of Court by delivering court papers, citations, evidence, bonds, videos, D.U.I. statements and other documentation to the courthouses and county jail.
- Prepares and monitors the Police Department owned vehicle preventative maintenance and prepare records; delivers vehicles to the garage.
- Directs, trains and supervises work performed by the Fleet & Facilities Volunteers.
- Coordinates, updates and prepares mandated licenses and schedules in accordance with state laws and requirements.
- Examines building facilities to ensure employee and public safety.
- Maintains open communication with employees, management, the general public and vendors to ensure the safety of all employees and the general public, and to ensure all policies, procedures and schedules are adhered to.

Fleet & Facilities Coordinator

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; supplemented by one (1) year responsible experience in Fleet and Facility management Operations; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of local, State and Federal laws and regulations of hazardous waste disposal.

Considerable knowledge of materials, tools, occupational hazards and safety precautions.

Considerable knowledge of the methods and practices used to service and repair automobiles.

Ability to understand, follow, and direct written and oral instructions; ability to plan, direct, supervise, coordinate, and inspect maintenance and repair work in the Fleet and Facilities Department.

Ability to clearly communicate information both verbally and in writing.

Ability to effectively supervise a staff comprised of volunteers engaged in carrying out fleet services and functions.

Ability to prepare, develop and manage short and long range facility/fleet management programs.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to access, operate and maintain various software applications.

Ability to read, update and maintain various records and files.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.