JOB DESCRIPTION

TITLE

Coordinator, Fleet Services

JOB SUMMARY

Performs tasks that involves the coordination of a centralized motor pool and assists with scheduling of service, driving and rental for a wide variety of motorized automotive and mechanical equipment according to established practices. Responsible for performance of skilled administrative duties including creation of work orders from internal and external clients, preventive maintenance, and driver reports; issuance or assignment of the same as requested; and establishing communication with external clients, vendors, and university personnel to manage rental reservations, fuel cards, keys, mileage logs and trip schedules. Responsible for timely reporting to various agencies using specific software and programs and recording. Drives shuttles and/or buses as required to assure service to all University clientele. Assists in inventory management and procurement for all university vehicles and equipment as required to perform routine and emergency maintenance. May oversee scheduling for and performance of Shuttle Drivers, as assigned. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor, Automotive Services

Supervises: Shuttle Drivers and Bus Drivers

ESSENTIAL DUTIES - May include, but not limited to the following:

- Schedules and/or performs inspections and registrations for vehicles for compliance with state regulations.
- Responsible for ensuring the daily upkeep and appearance of all rental and shuttle vehicles, and ensuring performance of pre and post inspections. Reports issues to the Supervisor, Automotive Services.
• Responsible for ensuring interior and exterior of vehicles are clean at the beginning and end of each shift and that the vehicle is properly fueled.
• Observes safety and security precautions appropriate to work performed.
• Initiates work orders to include preventative maintenance scheduling and maintains records of materials and labor expended on each individual job for the purpose of cost accounting.
• Secures quotes, bids and proposals for fuel, vehicles, supplies and parts or specialized shop work such as body repairing that is beyond in-house capability.
• Keeps unit mileage and usage records and assists with reconciliation of all for vehicles and equipment owned by Texas Woman's University as mandated by the State of Texas, Office of Vehicle Fleet Management (OVFM) or TWU policies or internal departmental standards.
• Gives direction to Bus and Shuttle Drivers in the assignment of University functions.
• Provides shuttle service for TWU students, staff and faculty in a safe and timely manner to and from the designated parking lot to the designated drop off location on the Denton Campus as necessary.
• Tracks and reports detailed daily ridership of shuttle and time worked.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

• Records time worked using methodology employed by FMC Fleet Services.
• Cleans and details other fleet vehicles when University shuttle is not necessary and/or offered.
• May perform State Vehicle Inspections and become licensed as State Vehicle Inspector.
• Drives or transports University vehicles as needed.
• Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college course work preferred.

EXPERIENCE

Three years progressive administrative experience. Job related vocational training or other education may substitute on a year for year basis for the required experience. Supervisory experience and CDL License and Class B endorsement preferred.

REQUIREMENTS

Class C license issued by the State of Texas and a safe driving record such as required to attain a Driver’s Authorization through the university.
Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to supervise, keep and accurately record and report time for subordinates.
- Performs specialized functions or work of a difficult and demanding nature.
- Posts driver and vehicle maintenance schedules, work orders, bookkeeping information; prepares summary reports and projections as required.
- Prepares all personnel and payroll related forms, periodic reports, driving assignments and maintenance or reporting schedules for FMC Fleet Services staff and equipment.
- Initiates and informs responsible departmental personnel of all necessary travel arrangements for departmental staff including requests for travel and reimbursements.
- Assists with the preparation of quotes, proposals, and gathers specifications for purchase requisitions, as needed, for vehicle and equipment purchases.
- Advises departmental personnel of current State of Texas policies and procedures changes relevant to position or duties.
- Initiates and coordinates the clerical and secretarial functions required in effective implementation of administrative policies for divisional operations.
- Ability to effectively deal with the public.
- Ability to effectively communicate orally, both in person and by telephone.
- Ability to read and perform written and mathematical functions.
- Ability to respond to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must be able to lift up to 30 pounds. Ability to ascend and descend stairs. The employee is required to work on-call and weekends.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________ Date: ______________
Employee Printed Name: _______________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.