

**CITY OF FONTANA
POLICE MAINTENANCE COORDINATOR**

DEFINITION: Under general supervision, coordinates and organizes the maintenance, repair and servicing of Police vehicles, buildings and equipment.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Inspect and identify buildings, vehicles and equipment for needed repairs; coordinate the repair or replacement as necessary.
- Coordinate the servicing all Police Department vehicles with various outside vendors on a regularly scheduled basis; perform minor mechanical services and repairs as needed.
- Participate in the coordination and administration of the vehicle and building maintenance budget; monitor and control expenditures.
- Assist in formulating and verifying vehicle bid specifications.
- Maintain safety equipment and emergency supplies; stock vehicle with flares, fire extinguishers and first aid kits; inspect and maintain spare tire.
- Maintain fuel supply for department vehicles.
- Maintain adequate stock levels and records on materials; prepare stock replacement orders to maintain minimum stock levels; schedule delivery of ordered items; transport delivered equipment and supplies to stock room.
- Provide assistance to vehicles with mechanical or technical problems in the field.
- Maintain vehicle maintenance log.
- Perform any tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. The position requires near and far vision when inspecting work. Incumbents work in all weather conditions, use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, drive motorized vehicles, heavy equipment and work around moving traffic and often works with constant interruptions. The incumbent is also required to climb ladders, use power and noise producing tools and equipment.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Methods, materials, tools and standard practices of building and automotive maintenance.

- Parts, equipment and supplies used in the repair and maintenance of buildings, automotive vehicles and equipment.
- Equipment preventative maintenance needs.
- Vendor bid practices.
- Principles of record keeping.
- Safe work practices.

Ability to:

- Plan and organize building, vehicle and equipment maintenance, repair and servicing activities.
- Locate and repair defects in automobiles and equipment.
- Maintain accurate work records.
- Identify maintenance needs of buildings, automotive vehicles and equipment.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience: Two years of general vehicle maintenance and repair or building maintenance experience.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in the areas of automotive or building maintenance or a related field.

Licenses/Certifications: Possession of, or ability to obtain, an appropriate, valid California driver's license.