

FLEET/MAINTENANCE COORDINATOR

DEFINITION

Under general direction, writes specifications, makes recommendations, and estimates budgets for new equipment and supply contracts. When assigned, temporarily replaces Assistant Maintenance Superintendent; issues driveway permits and utility permits; monitors and inspects construction work performed by private contractors affecting county highways; monitors utility construction in county and state right-of-ways; assists in planning, assigning, and may supervise skilled laborers, semi-skilled laborers, and highway laborers in maintaining an extensive system of highways, roads and streets; and does related work as required.

EXAMPLES OF DUTIES

Inspects county, utility, and private contract work in progress and upon completion; confers with other officials and employees on equipment purchases, operation and repair problems; keeps records of time and materials; sees that equipment is serviced and repaired; evaluates and monitors preventive maintenance programs for equipment; may perform other supervision duties as assigned; and works closely with engineering in coordination of utility, access permits. Organizes, plans and may supervise work projects. Projects include ice and snow removal; drainage facilities, surface and roadside maintenance, and safety appurtenances; and various related road maintenance tasks; and special projects as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Three years of experience writing equipment specifications and one to three years of supervision over maintenance crews. A bachelor's degree in engineering is preferred.

Knowledges and Abilities: Knowledge of materials, equipment, methods, and practices used in repair and maintenance of streets, roads, and drainage structures. Knowledge of maintenance and construction equipment and specifications; familiarity with Dane County and state trunk systems. Ability to plan, keep records, prepare budgets, estimate costs, and prepare equipment specifications; ability to inspect construction and repair work; ability to maintain effective working relationships with peers, employees, and the public; ability to assign and supervise a large group of employees in widely scattered locations. Knowledge of Wisconsin State Statutes requirements regarding highway construction and maintenance. Training in supervisory, equipment preventative maintenance, and computer skills is required.

Special Requirement: A valid Wisconsin class "A" commercial driver's license, or ability to obtain in one year; availability for emergency call on a 24-hour, 7-day basis.