

VEHICLE AND EQUIPMENT COORDINATOR

DEFINITION

Under general supervision, to coordinate the Sheriff's Department vehicle maintenance, equipment and records control program; and to do related work as required.

EXAMPLES OF DUTIES

Transports vehicles for replacement, repair and maintenance; authorizes repairs by vendors; reviews work done by vendors to ensure proper servicing and correct invoicing; works with vendors to resolve service or invoicing problems; establishes and modifies vehicle preventive maintenance schedules; inventories, inspects and replaces required supplies in department vehicles; performs minor vehicle maintenance such as mounting lights and other equipment and cleanup; maintains a variety of vehicle and equipment records; picks up and delivers various supplies and equipment; releases property held under court order as directed; acts as liaison with precinct commanders to coordinate maintenance and repair of precinct units and equipment; assists in changeover of units at radio shop; functions as departments liaison with Risk Management; completes vehicle accident reports and submits same to insurance companies and Risk Manager; obtains bids and evaluates repair of vehicles and equipment; controls the parking of department cars in the City-County Building; prepares cars for auction and delivers them to location of sale; assists with budget preparation by analyzing the Sheriff's Department vehicle and equipment needs and making projections for the purchase of vehicles and equipment; assists in the development of specifications for the procurement and maintenance of vehicles and equipment.

EMPLOYMENT STANDARDS

Education and Experience: Must have any combination of education and experience equivalent to graduation from high school and three years of experience identifying, scheduling and evaluating vehicle and equipment maintenance and repair which includes related record keeping.

Knowledge, Skills and Abilities: Knowledge of vehicle maintenance and repair procedures; ability to recognize vehicle performance problems and to arrange for corrective action; ability to prioritize, schedule and monitor routine vehicle maintenance; ability to perform daily and weekly equipment checks; ability to maintain registration, insurance and vehicle maintenance records; ability to perform minor mechanical tasks; ability to understand oral and written instructions; ability to communicate effectively with employes, vendors and the public and to resolve differences; ability to analyze maintenance and repair records, assess current needs and project future vehicle and equipment needs; ability to assist in the preparation of specifications for equipment and vehicles; ability to use two way radios and understand 10 codes.

Special Requirements: Must have (or be eligible for) a valid Wisconsin Chauffeur's license.