



Our Children, Our Schools, Our Future!

Jurupa Unified School District

AUTOMOTIVE SERVICE COORDINATOR

DEFINITION

Under direction to perform routine duties in the repair, maintenance and servicing of automotive and other mechanical equipment; to maintain appropriate records; to schedule routine servicing of district vehicles; to maintain an appropriate inventory; and to do other related work as required. This position is differentiated from the position of Automotive Servicer in that it has the full responsibility for scheduling routine maintenance, maintaining appropriate stock records and coordinating required service and mechanical work. It is differentiated from Automotive Mechanic in that not as much mechanical experience and knowledge is required. This position may require work on Saturdays or evenings.

ESSENTIAL JOB FUNCTIONS

- Maintains maintenance records for District vehicles and equipment.
- Schedules buses and other District vehicles for preventive maintenance work.
- Maintains inventory records of stock items and recommends purchase.
- Schedules mechanics for on-call duty as needed.
- Performs minor repairs of automotive equipment.
- Repairs tires.
- Repairs seats and other bus accessories.

OTHER JOB FUNCTIONS

- Does minor body repair of damaged vehicles.
- Lubricates, washes and polishes district vehicles.
- Changes oil.
- Makes minor motor adjustments.
- May drive a school bus when required.
- Performs other related duties as may be assigned.

LICENSE REQUIREMENT

A valid, appropriate California Driver's License and a valid, California Class II Driver's License; and a valid California School Bus Driver's Certificate. Must qualify for insurance coverage by the District insurance carrier.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of preventive maintenance;
Methods of lubricating and servicing automotive equipment;
Safe fueling practices;
Automotive parts and the terminology of the trade;
Safety practices;
Basic computer operation.

Ability to:

Make simple arithmetical calculations;
Understand and follow written instructions;

AUTOMOTIVE SERVICE COORDINATOR

Ability to (continued):

Plan and schedule work efficiently;
Perform semi-skilled tasks involved in repairing and servicing automotive equipment;
Demonstrate a high degree of mechanical aptitude;
Use power equipment and welding equipment;
Maintain simple records;
Understand and follow oral and written directions;
Establish and maintain effective working relationships with others.
Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines;
Communicate effectively;
Meet minimum physical requirements as prescribed by the California Department of Motor Vehicles;
Stand, stoop, kneel, bend and walk;
Kneel or squat for extended periods of time;
Climb slopes, stairs, steps, ramps and ladders;
Lift, carry, push and pull heavy objects;
Perform strenuous manual labor for varying duration as needed;
Work on more than one task at a time;
Work at various elevated heights in a safe and effective manner;
Work in restricted spaces in a safe and effective manner;
Work in a wide range of temperatures and environmental conditions (garage bay is open to weather, and subject to exhaust fumes, engine heat, noise, dust and movement of heavy equipment);
Work with a variety of chemical agents in a safe and effective manner;
Demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power tools in a safe and effective manner;
Operate a variety of industrial vehicles, equipment and tools associated with maintenance and repair of various types of engines (CNG, gasoline and diesel) and motor vehicles in a safe and effective manner;
Maintain steady, regular attendance.

Experience:

Two years of experience in automotive repair work or servicing.

Education:

Graduation from high school or its equivalent.

Personal Qualities:

Highly motivated, reliable and dependable.

Personnel Services
January 7, 2002

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