Service Coordinator

Job Code 50010761

**General Description**
Responsible for the efficient operation of the shuttle system and for coordinating maintenance services for the all vehicles.

**Examples of Duties**
- Drive shuttle.
- Schedule/staff and train shuttle drivers.
- Perform minor shuttle vehicle maintenance.
- Coordinate maintenance services for all vehicles.
- Reconcile fuel receipts.
- Deliver and pick up vehicles to/from maintenance shops.
- Ensure that all vehicles are properly maintained and repaired.
- Maintain records and mileage logs for all vehicles.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Institutional policies, procedures, rules & regulations; driving & traffic laws, parking and safety regulations, training procedures, operating vehicles; procedures for documenting evidence, basic vehicle mechanics.

**Skill in:** working as a team member; interacting with people; maintaining scheduling records and vehicle logs, maintaining rapport with drivers and customers, determining repair needs, oral, written and interpersonal skills; decision-making and problem solving skills;

**Ability to:** Understand written instructions, policies, procedure manuals, traffic control devices, logs, and receipts; perform basic math; maintain schedule records, vehicle logs, gas records; calculate work hours, gas use/mileage logs; read dashboard displays; make staffing decisions, communicate in English, explain policies and procedures, prepare documents

**Education and Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the knowledge, skills, and abilities.
**Other Requirements**
Possess or have the ability to obtain Texas Class CDL “C” Driver’s License.