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.

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