



Township of Lakewood Employment Opportunity

Coordinator of Motor Vehicle Repair

The Township of Lakewood is seeking a Coordinator of Motor Vehicle Repair for its Department of Public Works.

Description:

Under direction, is responsible for coordinating the maintenance and repair of motor vehicles with another government or private agency; does other related duties as required.

A full job description is attached.

Requirements:

Five (5) years of varied experience in the installation, maintenance, and repair of varied types of motor vehicles and equipment and/or in the operation and maintenance of various types of construction equipment such as front end loaders, backhoes, rollers, graders, or other heavy trucks such as large dump trucks or sanitation trucks and/or in managing a large scale fleet of motor vehicles which entailed responsibility for the maintenance and servicing of such vehicles. Candidate must be an ASE Master Medium/Heavy Truck Technician.

Salary: Commensurate with experience

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan for full time positions.

To apply: Please email cover letter and resume with "Coordinator of Motor Vehicle Repair" in the subject line to the attention of :

Director of Human Resources

hr@lakewoodnj.gov

Posted: January 4, 2021

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job Specification 07607

COORDINATOR OF MOTOR VEHICLE REPAIR

DEFINITION

Under direction, is responsible for coordinating the maintenance and repair of motor vehicles with another government or private agency; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Ensures that motor vehicles are maintained, repaired, and serviced.

Arranges and coordinates the maintenance and repair of motor vehicles with another government or private agency.

Develops and implements preventive maintenance schedules and programs for the vehicle fleet.

Monitors and coordinates the scheduling and progress of repairs to advise management of vehicle availability and equipment adjustments.

Schedules repair and maintenance work with a motor pool or private contractors.

Inspects various motor vehicles brought to the garage to determine the extent and kinds of required servicing and repairs.

Coordinates motor vehicle repair and servicing with other government agency or private vendor to obtain maximum utilization of vehicles and prevent delays in the servicing, repair, and return to use of such vehicles.

Assesses the condition of vehicles requiring extensive repairs to determine the feasibility of making repairs.

Determines if repairs are too extensive for older vehicles and recommends the disposal and replacement of such vehicles to superiors.

Coordinates the disposal of vehicles that cannot be repaired.

Coordinates the salvaging of parts or equipment from disposed vehicles which may be utilized in other equipment.

Analyzes purchase and repair costs to control expenditures.

Maintains records of equipment repair, maintenance, cost, and unit assignment.

Procures vehicle registrations and licenses.

Ensures timely filing of accident reports.

Attends trade shows and arranges for demonstrations of new equipment, evaluates performance, and makes recommendations to management as to their purchase or lease.

Instructs employees in the proper operation of vehicle and/or equipment. Prepares reports and maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Five (5) years of varied experience in the installation, maintenance, and repair of varied types of motor vehicles and equipment and/or in the operation and maintenance of various types of construction equipment such as front end loaders, backhoes, rollers, graders, or other heavy trucks such as large dump trucks or sanitation trucks and/or in managing a large scale fleet of motor vehicles which entailed responsibility for the maintenance and servicing of such vehicles.

NOTE: Possession of a certificate showing successful completion of a vocational-educational training program in automotive mechanics approved by the NJ Department of Education or the National Institute for Automotive Service Excellence may be substituted for one (1) year of indicated experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of various motor vehicles and their use.

Knowledge of methods used to correct motor vehicle malfunctions.

Knowledge of fiscal, administrative, personnel, and other facets involved in coordinating the maintenance and repair of motor vehicles.

Knowledge of organization or jurisdiction programs requiring the use of motor vehicles.

Ability to diagnose motor vehicle malfunctions.

Ability to assess the cost and feasibility of repairing motor vehicles.

Ability to organize work in the maintenance of all motor vehicles.

Ability to organize work in the repair and replacement of equipment on all motor vehicles owned by the organization or jurisdiction.

Ability to devise procedures on the use and storage of a large motor vehicle fleet.

Ability to coordinate the servicing, maintenance, and repair of vehicles for maximum efficiency.

Ability to review motor vehicle practices on usage and replacement.

Ability to suggest the best type of vehicle and accessories to ensure maximum economy.

Ability to work harmoniously with others. Ability to prepare statistical, financial, and other reports of the motor vehicle management program.

Ability to establish records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-07607

RKR/lz

10/20/97

This job specification is for local government use only.
