

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

VEHICLE SERVICES COORDINATOR

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to evaluate, assess, plan, develop, and implement various transportation system programs and activities by inspecting vehicles for compliance to specifications and conducting statewide random inspections under the Federal Motor Carrier Safety Assistance Program.

There are four classifications in this job.

Position Code Title - Vehicle Services Coord-E

Vehicle Services Coordinator 9

This is the entry level. As a trainee, the employee carries out a range of professional vehicle services coordinator assignments while learning the methods of the work.

Vehicle Services Coordinator 10

This is the intermediate level. The employee performs an expanding range of professional vehicle services coordinator assignments in a developing capacity.

Vehicle Services Coordinator P11

This is the experienced level. The employee performs a full range of professional vehicle services coordinator assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Vehicle Services Coord-A

Vehicle Services Coordinator 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts safety inspections of vehicles operated under a certificate of authority issued by the Department of Transportation for compliance to specifications and mechanical safety in accordance with Public Acts 432 and 271.

Conducts statewide random driver and vehicle safety inspections, passenger motor carrier safety reviews and compliance audits for conformance with Federal Motor Carrier Safety Regulations under the Federal Motor Carrier Safety Assistance Program.

Designs and implements methods for program review and determines needs and priorities for capital investment of basic transportation systems.

Provides technical assistance on the repair, maintenance, and operation of vehicles and transportation systems.

Analyses operating practices, procedures, and equipment of bus and vehicle transportation systems to ensure efficient and safe operation.

Reviews operating records and reports to assess the quality and adequacy of preventive maintenance being performed on fleet vehicles.

Provides assistance and consultation to transportation systems on maintenance and repair programs.

Develops and administers contracts with various manufacturers, vendors, transportation systems, and/or transportation consultants.

Evaluates the effectiveness of new equipment and components and recommends inclusion on vehicles.

Meets with department personnel and representatives of such industries as intercity bus manufacturers, service representatives, and parts and component suppliers.

Prepares and updates specifications for the procurement of small, medium, or large sized buses or vans.

Reviews all bids for conformance to the State's specifications.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Vehicle Services Coordinator 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Vehicle Services Coordinator 12 (Senior Worker)

Performs on a regular basis professional vehicle services coordinator assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the standard practices, materials, tools and equipment used in the maintenance and repair of motor vehicles.

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, and studies applicable in evaluating programs or services.

Knowledge of the rules, regulations, policies, procedures, precedents, and terminology used in the work.

Knowledge of the techniques and methods of reconditioning, replacing, diagnosing, adjusting, and altering motor vehicles.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to analyze and assess operations from the standpoint of management controls, systems and procedures.

Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

Ability to organize, evaluate, and present information effectively.

Ability to interpret laws, rules and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to establish effective working relationships with local officials, members of industry and the public.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Vehicle Services Coordinator 12 (Lead Worker)

Ability to set priorities and assign work to other professionals.

Ability to organize and coordinate the work of others.

Working Conditions

Some travel is required.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to be exposed to hazardous work environments, such as exhaust fumes.

Physical Requirements

May lift up to 70 pounds during the inspection of vehicles.

Education

Possession of a bachelor's degree in automotive technology, automotive management, or vocational education.

Experience

Vehicle Services Coordinator 9

No specific type or amount is required.

Vehicle Services Coordinator 10

One year of professional experience in assessing, developing and implementing transportation system programs equivalent to a Vehicle Services Coordinator 9.

Vehicle Services Coordinator P11

Two years of professional experience in assessing, developing and implementing transportation system programs equivalent to a Vehicle Services Coordinator, including one year equivalent to a Vehicle Services Coordinator 10.

Vehicle Services Coordinator 12

Three years of professional experience in assessing, developing and implementing transportation system programs, including one year equivalent to a Vehicle Services Coordinator P11.

Alternate Education and Experience

Vehicle Services Coordinator 9

Educational level typically acquired through completion of high school and five years of experience inspecting, maintaining, and/or repairing heavy duty diesel vehicles/equipments.

Special Requirements, Licenses, and Certifications

State certification in heavy-duty truck repair, preferably as a diesel engine mechanic.

All positions require possession of the Commercial Driver's License (CDL), Group B with a P endorsement issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

VEHSVCCDR

Job Code Description

VEHICLE SERVICES COORDINATOR

Position Title

Vehicle Services Coord-E

Vehicle Services Coord-A

Position Code

VEHSCDRE

VEHSCDRA

Pay Schedule

NERE-174

NERE-180

RH

09/15/2015