



ALLENTOWN PARKING AUTHORITY FLEET COORDINATOR

This position reports directly to the Facilities Equipment & Operation Supervisor on duty. Hours are primarily Monday through Friday 8AM – 4:30 PM but could vary at times due to need.

The purpose of this position is to maintain service operations by inspecting and maintaining vehicles.

DUTIES Include but are not limited to:

- Keeps equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as oil changes, tire rotation and changes, replacing filters, fluid and windshield wipers as needed through an authorized vendor.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing mechanical and electrical systems malfunctions if possible; replacing parts and components if possible; repairing minor damage.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Maintains vehicle appearance by cleaning, washing, and touch up painting.
- Maintains vehicle records by documenting and recording service and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contains costs by using warranty; evaluating service and parts options.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Accomplishes maintenance and organization mission by completing related tasks as needed.
- Perform other duties as assigned and/or as conditions warrant.

- Observe rules and practices concerning quality of work; personal conduct, safety, effective, and courteous service to the public.
- Employee is considered essential and must report to work during inclement weather conditions. Position is part of the snow removal team.
- Minor vehicle maintenance – change flat tire, light bulbs, batteries, etc.
- Observe rules and practices concerning quality of work; personal conduct, safety effective courteous service to the public.

REQUIREMENTS:

- Employee must have a High School diploma or GED.
- Employee must have a valid driver's license.
- Employee must be mechanically inclined, and able to operate power tools.
- Employee must keep all work areas organized and clean.
- Employee must be dependable as well as having great attendance.
- Employee must be able to manage their time wisely.
- Employee must be able to work independently.
- Employee must be able to lift heavy equipment in and out of a truck bed.
- Employee must be capable of lifting 100 lbs. and pushing 200 lbs.
- Employee must be able to work unsupervised for periods of time.
- Employee must be able to work with a variety of complex situations.
- Employee must be able to solve problems using facts and personal judgement.
- Employee must be able to maintain accurate record keeping/analyze information as department needs.

Starting Pay Rate: Salary Depends on Experience

The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.