

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Transportation Coordinator**

**Class Code: 11020**

**Pay Grade: GG**

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### **A. Purpose:**

Schedules and monitors maintenance and repair work for vehicles in a motor pool, maintains vehicle reports and recommends vehicles to be purchased, sold or reconditioned to ensure vehicles are properly maintained and to obtain the maximum use of all vehicles.

### **B. Distinguishing Feature:**

The Transportation Coordinator schedules maintenance for and assigns state-owned vehicles to drivers or departments.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Ensures fleet vehicles are used in the most efficient manner by monitoring the computerized travel system and making assignment adjustments to obtain maximum utilization of all vehicles.
  - a. Prepares registrations and title documents upon delivery of new and used vehicles.
  - b. Completes a delivery checklist for vehicles and assists in negotiating any deficiencies with the vendor.
2. Updates and maintains preventive maintenance records and schedules repair work on each vehicle to ensure vehicles are properly maintained.
  - a. Monitors all vehicle warranties and determines if maintenance or repairs are covered by such.
  - b. Diagnoses mechanical problems or breakdowns and schedules vehicles into state shops or commercial shops for maintenance and body repair work.
  - c. Performs minor maintenance such as jump-starting vehicles and installing license plates.
3. Monitors accidents on all vehicles to ensure all accidents are reported to the appropriate officials and reports of accidents are on file for each vehicle. Forwards accident information to the appropriate staff.
4. Recommends to the supervisor which vehicles should be reconditioned or sold by preparing a summary of vehicle condition report to ensure maximum utilization of all vehicles.
  - a. Prepares vehicles to be sold by scheduling them into shops for additional cleaning or maintenance.
  - b. Collects and provides support data for the supervisor to justify additional optional equipment on fleet vehicles, replacement of vehicles or additional vehicles.
  - c. Monitors mileage reports of private vehicles or vehicles assigned to agencies for the supervisor to recommend assignment or removal of vehicles.
5. Presents recommendations to the supervisor for specifications, number and type of vehicles to be purchased, etc., by collecting mileage, maintenance or condition data to justify needed replacements.

6. Monitors mileage of assigned state vehicles and privately owned vehicles by reviewing monthly reports to recommend whether vehicles be assigned to or removed from an office or agency.
7. Assists in training other office staff.
8. Assists supervisor and other departments and agencies in vehicle actions.
9. Performs other work as required.

**D. Reporting Relationships:**

Typically, no subordinates report to this position.

**E. Challenges and Problems:**

The incumbent is challenged to consistently monitor fleet vehicle maintenance records to ensure vehicles do not have excessive down time that would result in additional private mileage reimbursements or capital expenditures to increase fleet size. This is difficult, especially on vehicles located out-of-town because mechanical problems must be diagnosed over the phone or through conversations with the vehicle's driver and then determined where repair work will be done most expediently and cost effectively.

Typical problems the incumbent faces are keeping vehicles clean, in good mechanical order, and available when needed; investigating accidents and appraising damage claims; and interpreting vehicle warranties.

**F. Decision-making Authority:**

Decisions made by the transportation coordinator include making initial recommendations on which vehicles are to be sold, surplused or reconditioned; authorizing repair work; determining if repairs are covered by warranty; deciding where and when vehicles will be repaired; diagnosing mechanical problems and determining how to correct the problem with a minimal loss of use of the vehicle; and making the necessary arrangements to have the vehicle towed to a garage and/or repaired.

Decisions referred to the supervisor include final approval of vehicle assignments to an agency; vehicles to be reconditioned or sold; purchase orders for new or used vehicles; and disposal of accident reports with personal injury or the possibility of a lawsuit.

**G. Contact with Others:**

The incumbent has daily contact with drivers regarding the use of vehicles and/or repair work needed; with commercial garages and body shops to coordinate maintenance and body repair work; with commercial parts houses regarding the purchase of parts; with state maintenance shop personnel to schedule preventive maintenance on the vehicles; and with the supervisor to resolve problems.

**H. Working Conditions:**

The incumbent works in a typical office environment, but is required to work outdoors in cold, hot or wet weather to perform minor maintenance work such as jump-start vehicles, transport or tow vehicles, and remove license plates and door decals.

**I. Knowledge, Skills, and Abilities:**

Knowledge of:

- principles, practices, and procedures of organizing, scheduling, and dispatching fleet vehicles;
- motor vehicle repair, maintenance, and life expectancy;
- motor vehicle records and documents;
- record keeping procedures;
- contract insurance program for state vehicles.

Ability to:

- communicate information clearly and concisely to others;
- maintain records and file information for easy retrieval;
- compare information and recognize discrepancies;
- coordinate, organize and schedule, where needed;
- Comprehend, process, and/or prepare reports, records, and recommendations as related to fleet management.