**CLASSIFICATION SPECIFICATION**
*Developed for Equal Opportunity*

CLASS TITLE: Equipment Maintenance Coordinator

NEW AUG 0 2 1997

CODE: 52170C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under direct supervision from equipment maintenance superintendent or higher-level supervisor, responsible for maintenance of all vehicles assigned to agency, institution or district office, maintains record of personnel assigned to vehicles & when maintenance is due on each;

-PERFORMS RELATED DUTIES AS REQUIRED

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 59-65 | Responsible for maintenance of all vehicles assigned to agency, institution or district office, coordinates work & vehicle schedules & assigns vehicles to authorized personnel. | Knowledge of (1) recordkeeping/inventory control, (2) agency vehicle authorization procedures*; ability to (3) copy records precisely without error, (4) make appointments, (5) code items from one symbolic form to another, (6) work alone in isolation. |
| 2 | 33-43 | Maintains records of personnel assigned to state vehicles; completes mileage forms; completes & files forms necessary to maintain proper records. | Knowledge of 1, 2*; ability to 3, 5, 6, (7) calculate fractions, decimals & percentages. |

(371)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 courses in recordkeeping/inventory control (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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