ARIZONA SUPERIOR COURT IN PIMA COUNTY
Pima County Juvenile Court

Job Description

Job Title: Transportation Coordinator
Job Code: 8075
Pay Grade: 37
FLSA Status: Non-exempt

PURPOSE OF CLASSIFICATION:
Maintain the fleet of vehicles for the Juvenile Court Center. Perform general preventative measures, vehicle inspections and the coordination of appropriate vehicle services. The incumbent in this classification will operate motor vehicles for the purpose of picking-up and delivering mail, materials, supplies, and equipment.

ESSENTIAL FUNCTIONS:
- Maintains an inventory of vehicles to include but not limited, the tracking of vehicle identification numbers, license plates, registrations, safety inspections, and maintenance records.
- Maintains records for vehicle usage, maintenance and repairs, fuels consumption and keys.
- Inspects vehicles for any external damage, proper fluid levels and overall reliability for safe driving conditions.
- Ensures the fleet of vehicles has current registrations and safety inspections, as required, by Arizona Department of Motor Vehicles.
- Coordinates the rotation of vehicle usage to maintain consistent mileage among all department vehicles.
- Coordinates vehicle servicing, repairs, periodic maintenance, and car washes.
- Responds to drivers who are experiencing vehicle difficulties.
- Maintains all files of each fleet vehicle.
- Maintain effective working relations with county fleet department personnel and other government and non-government transportation personnel.
- Provides general instruction to vehicle users, when necessary, on the location of the vehicle registration, local driving rules, emergency contact phone numbers, and overall inspection of the vehicle prior to and after vehicle usage.
- Pick-up, sort and deliver mail, materials, supplies and equipment to designated offices, and/or agencies.
- Coordinates deliveries of materials with local transportation companies, outside vendors or other court locations. Maintains security of all mail, materials, supplies, and equipment. Assures sensitive materials are properly packaged, labeled and handled to prevent loss or damage.
- Prepares monthly reports and other reports as requested.
- Operates and maintains office equipment appropriate to area of assignment.

ADDITIONAL DUTIES AND RESPONSIBILITIES:
- Coordinates with the appropriate dealerships to address recall issues of vehicles.
- Acts as back up for the court courier/messenger.
- Perform basic service and operator-level maintenance of assigned vehicles (e.g., maintain adequate supplies of fuel, oil and water, check tire inflation, inspect vehicles

for safety compliance).
- Performs related duties and projects as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge of the principles and practices of vehicle preventative maintenance techniques and services.
- Must have a good knowledge of traffic laws, and regulations governing the safe operation of motor vehicles.
- Must have knowledge of occupational hazards and standards necessary in the area of fleet maintenance.
- Must have knowledge of the ignition and operation of gas and hybrid vehicles.
- Must have the knowledge of routine vehicle service requirements, such as fuel, oil, and water levels, tire inflation or other techniques as may be required by county, state or federal rules,
- Must have the skills to operate a motor vehicle, plan and organize delivery schedules for the use by court employees.
- Must have the ability to read and interpret street guides, maps, and/or GPS systems.
- Must have the skills to operate a desktop computer and work with Microsoft Office software.
- Must have the ability to communicate effectively with a wide variety of court employees, court administration, youth and families, community agencies, and the general public.
- Must have knowledge and the ability to maintain proper record-keeping, follow general office procedures, internal procedures, and departmental requirements.

MINIMUM QUALIFICATIONS:

A High School diploma or a General Equivalency Diploma (GED) and five years of experience providing transportation delivery services requiring the use of motor vehicles (automobile, truck, or van) and motor vehicle maintenance. Or, the equivalent amount of experience, education and/or a training as approved by human resources.

LICENSES AND CERTIFICATES:

A valid Arizona Class D Driver's License is required at the time of appointment and must be maintained as a condition of employment. Incumbent will be required to complete a Defensive Driving class as required by court policy.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Incumbent is required to have the ability to safely operate a motor vehicle, to lift, push, pull, and carry up to 50 pounds, to stoop and bend, to wear Personal Protective Equipment (PPE) and to independently move and manipulate heavy objects.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Facilities Services Manager. Performs duties and responsibilities under general supervision and has no supervisory responsibilities.

Date: 11/01/05
Revised: 11/28/11

Approved by: _____ _____
Hiring Authority Date

_____ _____
Deputy Director, Human Resources Date