

YMCA of Vincennes Job Description

Position: VanGo Public Transportation Maintenance Coordinator

FLSA Type: Non-Exempt

Reports To: VanGo Transportation Coordinator

Function:

Responsible for overseeing maintenance of all vehicles providing transportation for the VanGo program to ensure safety and quality for passengers.

Qualifications:

Requires CDL license and mechanic certification or high school diploma with experience in related field. Must have working knowledge of vehicles, engines, seatbelts, tie downs and lifts. Requires the ability to accurately and efficiently collect and record information.

Principle Job Activities

1. Inspects all vehicles and plans accordingly at the following mileage intervals:
 - a. Oil changes – every 5,000 miles.
 - b. Brake inspections – every 10,000 miles.
2. Checks air conditioning units in the spring and heating and defrost units in the fall.
3. Completes and documents weekly, 90-day and annual inspections.
4. Inspects lifts and securement devices on an annual basis.
5. Reviews daily inspection sheets from drivers for issues.
6. Sends all vehicle maintenance work to a certified mechanic. Inspects and signs off on work prior to returning vehicle to service.
7. Keeps annual performance measures for grant cycles and audits.
8. Keeps detailed records of all vehicles and repairs including warranty information, registration and insurance.
9. Responsible for monitoring mechanics certifications, annual cost of repairs, return business, time vans are out of service and mileage.
10. Establishes an ongoing database for maintenance intervals, repetitive failures, replacement intervals, warning signs of major problems, personnel related patterns and all service completed by outside vendors.
11. Sends proper purchase orders for all outside work and supplies.
12. Retains all documentation of repairs for seven years.
13. Performs thorough cleaning of all vehicles on weekly basis.
14. Ensures clean, organized and functional area. Maintains supplies.
15. Communicates essential information to appropriate staff.
16. Supports the Y mission, policies, standards and procedures in all situations.
17. Fulfills any functions designated by the VanGo Transportation Coordinator for the betterment of the program and the ability of the Y to meet its mission.

Effect on End Result:

This position ensures that VanGo provides safe, reliable public transportation for the Knox County community.

I understand and accept that the job description represents my agreement as to the job to be performed.

Signature _____

Date _____

