

Lincoln University Job Description

Job title:	<i>Fleet Technician Coordinator (Temporary Position)</i>
Department:	<i>Physical Plant</i>
Reports to:	<i>Director of Physical Plant</i>

Job Summary:

Responsible for coordination of Lincoln University fleet maintenance, utilization, and record keeping.

Qualifications:

- High School Diploma or GED.
- Documented work experience with vehicles, repairs would be a plus.
- Must be able to work without constant supervision, make reliable decisions, and have good judgment.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functions.
- Support goals of department.
- Must be dependable.
- Must have working knowledge of vehicles.
- Must have working knowledge of computers.
- Must be able to maintain organized, up-to-date files.
- Possess good interpersonal skills and ability to work within a culturally diverse organization.
- Good work attendance.

Essential Duties and Responsibilities:

- Maintain computer records and documentation for all Lincoln University vehicles, which will include vehicle information including purchase, price, routine p/m maintenance, repairs, usage, etc.
- To ensure that all University-owned vehicles are inspected regularly for purposes of preventative maintenance, mechanical and safety concerns, damages (reported and unreported) by utilizing a Vehicle Inspection Form.
- Maintain confidential record of each authorized University Driver, to include current photo license information, authorizing department, etc.
- Be responsible for reviewing condition of vehicles prior to and post usage.
- Perform basic routine P/M maintenance, e.g. oil changes, etc.
- Ensure that all University vehicles are properly registered and inspected.
- To ensure that all off or on campus collisions are reported through appropriate police agency and the Department of Public Safety in a timely manner.
- All other relevant duties as assigned.

Working conditions:

Work is primarily performed in a university campus environment. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.