

## Middletown, CT Job Description

<b>Classification Title</b>	Garage Operations Coordinator
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to coordinate requests for service from public and other departments.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Orders gas and fuel for city cars, trucks and heating fuel for city yard. Prepares bills for gas and diesel and sends to Public Works office.
- Tracks vehicles and employees that receive gas and diesel.
- Makes keys for vehicles that use pumps at city yard.
- Responds to calls and complaints. Reports issues to supervisor. Coordinates requests for service. Dispatches crews to emergencies.
- Tracks city vehicle license plates. Reports any changes, additions or removals to DMV.
- Completes receiving slips for products or materials delivered to city yard.
- Prepares monthly report of crew operations. Submits report to Director of Public Works.
- Maintains employee time cards. Ensures overtime, sick or vacation time is accurately reported.
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

High School Diploma or equivalent and knowledge of construction trade.

### **PREFERRED QUALIFICATIONS**

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None.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- Knowledge of department vendors
- Ability to relate to and interact with a non-traditional and diverse student and employee population
- Ability to work independently
- Ability to read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to develop and write reports, policies, and correspondence
- Ability to handle common inquiries or complaints
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to exercise good judgment and focus on detail as required by the job
- Ability to operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to use (or learn to use) computer software and systems applicable to the position
- Ability to follow oral and written instructions and procedures
- Ability to collect, organize, and interpret data and prepare accurate records
- Ability to compare data from a variety of sources for accuracy and completeness
- Ability to verify and maintain accuracy of detailed data and information, detect data errors
- Ability to meet schedules and deadlines of the work unit
- Ability to communicate in English effectively orally and in writing
- Ability to maintain well-organized materials, files, systems and tools
- Ability to adapt to changes in work situations and priorities
- Ability to reason/analyze; use logic to identify and resolve problems
- Ability to evaluate, organize, and summarize data and information
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other

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departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

- Ability to satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### **PHYSICAL REQUIREMENTS**

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/06/15
<b>Dates revised</b>	