

## **UTAH COMMUNICATIONS AUTHORITY JOB DESCRIPTION**

**Title:** Resource & Fleet Maintenance Coordinator

**Status:** Full Time - 2nd Shift (3:00pm-11:30pm)

**FLSA Exempt:** Non-Exempt

**GENERAL JOB DESCRIPTION:** The 2<sup>nd</sup> Shift (3:00pm-11:30pm) Resource & Fleet Maintenance Coordinator will work directly with the Resource Coordination Manager, UCA personnel, State and local government, Federal government, and private companies or corporations to organize, plan, and direct the afterhours activities of UCA's Radio and Site Technicians. The Resource & Fleet Maintenance Coordinator will also coordinate and or perform maintenance and minor repair of the UCA vehicle fleet.

### **EXAMPLES OF TASKS/DUTIES:**

- Monitor radio network alarms display and appropriately direct UCA's Radio and Site Technicians to resolve such alarms efficiently and effectively.
- Monitor Authority radio traffic and vehicle locations ensuring that technicians are safe in adverse conditions and safely arrive home at the end of each shift.
- Keep UCA stakeholders informed about outages, repair status, and resolution of issues that arise as part of maintaining a public safety radio network system.
- Assist the resource coordination manager to maintain the backlog and schedule of ongoing projects, tasks, and employee resources to ensure continuity between the daytime, after-hour, and on-call activities.
- Perform vehicle/equipment maintenance and minor repairs.
- Order supplies and parts to perform maintenance and repairs.
- Establish basic fleet management practices such as logs, vehicle inspection checklists, service life etc.
- Stay current with and follow the UCA procurement policies.
- Attend meetings as required.
- Regular attendance.
- Other duties as assigned.

## **BASIC QUALIFICATIONS:**

(Includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- Able to work 2<sup>nd</sup> Shift (3:00pm-11:30pm) on a permanent basis.
- A valid driver's license.
- Must be at least 18 years of age.
- High School Diploma or GED
- Successful completion of pre-employment background check
- Excellent written and verbal communication skills.
- Organizational skills.
- Basic computer and software skills.
- At least 1 year of strong automotive mechanical diagnosis, problem-solving and repair experience.
- Able to diagnose and repair basic vehicle/equipment systems including brakes, suspensions, cooling and electrical.
- Able to estimate complexity of repair by using vehicle code scanners and basic troubleshooting skills.
- Able to change vehicle fluids and filters and perform all vehicle/equipment maintenance.
- Install and perform tire maintenance.
- Repair flat tires.
- Stock and unload tires.
- Install batteries and check starting / charging systems.
- Install headlights and other small bulbs.
- Able to diagnose sensors, actuators, and other minor electrical/mechanical faults.
- Install wiper blades.
- Keep management aware of mechanical repair problems as they occur.
- Clean and maintain an organized and neat shop.
- Adhere to safety and environmental rules.
- Learn the UCA 800 MHz, VHF, and microwave systems.
- Learn the terrain, counties, cities, and roads in Utah to understand the scope and difficulty.

## **PREFERRED QUALIFICATIONS:**

- Basic fabrication and MIG welding skills
- ASE Entry-Level Certifications

## **PHYSICAL REQUIREMENTS:**

- Extensive standing, walking, pushing, and reaching.
- Need full range of motion for reaching, bending, and stooping.
- Repetitive movement of hands, arms, legs.
- May drive a vehicle if needed.
- Frequent lifting of heavy equipment >100 pounds is required.
- May work outside and be exposed to weather.
- Exposure to adverse weather conditions, chemicals, odors, dirt and dust.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The noise level in the work environment is usually moderate.