



AUTOMOTIVE/MARINE MAINTENANCE JOB FAMILY

CAREER PATH

Automotive/Marine Service Coordinator

This is a managerial position responsible for the overall management and quality assurance of programs or processes within the agency's automotive and marine maintenance areas and functions of an agency, including the supervision of lower-level professional staff. At this level, in addition to supervision, employees may perform the activities of higher-level professionals including project management and policy recommendation within a specified area. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. In addition, incumbents will be expected to have the knowledge and skills to perform and review the work overseen.

Knowledge, Skills, and Abilities

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of automotive and marine maintenance, as well as the laws, principles, and practices as they are related to implementation within the agency.

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Thorough and comprehensive knowledge of and the ability to demonstrate successful operation and use of designated automotive and marine maintenance equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Comprehensive and working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Working Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.



AUTOMOTIVE/MARINE MAINTENANCE JOB FAMILY CAREER PATH

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to lift, move, and/or carry 50 pounds.

Ability to work long hours while standing.

Ability to work outdoors and transport assigned materials/equipment in inclement weather.

Ability to position self and equipment necessary to repair and inspect aircraft equipment.

Ability to demonstrate successful performance in the comprehensive analysis and problem solving, as well as preventative maintenance, of an automotives and marine vessels.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High School Diploma or equivalent and eight years of relevant experience or appropriate education.



AUTOMOTIVE/MARINE MAINTENANCE JOB FAMILY CAREER PATH

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Requirements that may apply and are dependent on assigned areas of responsibility:

- ❖ Must possess or obtain and maintain a valid Driver's License.
- ❖ Must be at least eighteen years old at the time of appointment.
- ❖ Must possess or obtain and maintain a Missouri Motor Vehicle Inspection Permit by the end of the training period.
- ❖ If born after January 1, 1984, possess or obtain a Missouri Boaters Safety Certification Card.

Necessary Special Requirements

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Pay grade: 31

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --