

# ADMINISTRATIVE COORDINATOR I

Public Works | Fleet Maintenance | Garage



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Administrative Coordinator I is responsible for providing comprehensive administrative and operational support to the Fleet Maintenance Department.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Thursday

#### SHIFT

7 a.m. to 5:30 p.m.

#### LOCATION

City Garage on Plant Road

#### REPORTS TO

Fleet Maintenance Superintendent

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

Prolonged periods of sitting and computer use, occasional walking to shop areas, and light lifting of files or office supplies as needed.

#### WORK ENVIRONMENT

Primarily office setting position requiring consistent computer and office equipment use, with occasional coordination in shop areas to support operational needs.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to process purchase orders and invoices, maintain accurate employee and vehicle records, track preventive maintenance schedules, and overseeing inventory control.

The Administrative Coordinator I is vital to the efficiency and compliance of the Fleet Maintenance Division, ensuring accurate recordkeeping, timely reporting, and seamless coordination between operations, purchasing, and finance to support uninterrupted service delivery.

### JOB DUTIES

- Perform all administrative tasks for the Fleet Maintenance Department, including typing, filing, mail sorting, and general office duties.
- Respond promptly to requests from the Superintendent and Operations Supervisor.
- Answer and direct telephone calls; deliver messages as needed.
- Monitor and respond to emails in a timely manner.
- Issue purchase orders and input purchase requisitions into the computer system; forward all related paperwork and invoices to Purchasing and Finance for division billing.
- Process invoices in AS400, ensuring proper approvals and documentation.
- Maintain accurate daily records of employee work hours, tardiness, absences, and overtime.
- Track shop employees' work and mechanic hours for work orders; open and close work orders for jobs performed.
- Log daily work activities into the computer system.
- Prepare employee and vehicle accident reports.
- Maintain and update accurate vehicle listings and manage manufacturer recalls.
- Track and schedule preventive maintenance and repairs for vehicles and equipment.
- Prepare and submit various reports (daily, weekly, monthly) with limited supervision.
- Prepare end-of-month reports and handle back charges (material transfers) between departments.
- Manage inventory, including monitoring lubricants, ordering supplies, and maintaining daily inventory transactions.
- Provide inventory for audits and assist with annual inventory counts and reporting.
- File invoices, work orders, and maintain organized records for all TPCG vehicles.
- Order unit numbers and decals for new units purchased.
- Assist with transporting vehicles when required.
- Order parts upon request.

## JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to take initiative, support team objectives, and foster collaboration across departments to ensure operational efficiency.
- **Time Management:** Effectively prioritizes tasks, meets deadlines, and manages multiple responsibilities in a fast-paced environment.
- **Analytical Skills:** Applies critical thinking to interpret data, identify trends, and resolve issues related to inventory, maintenance, and reporting.
- **Communication Skills:** Communicates clearly and professionally, both verbally and in writing, to convey information and collaborate with staff, vendors, and other departments.
- **Organizational Skills:** Maintains accurate records, manages complex filing systems, and ensures all documentation and reports are completed and stored systematically.
- **Technical Skills:** Demonstrates proficiency in software systems (such as AS400), inventory management tools, and standard office applications; skilled in operating office equipment and leveraging technology to streamline administrative and reporting processes.
- **Qualifications:**
  - High School Diploma or GED equivalent required.
  - At least one (1) year of experience in administrative support, inventory management, data entry and reporting, purchase order and invoice processing, and recordkeeping within a fleet maintenance or similar operational field.

