



University Human Resources  
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**Personnel Order 2024-03**

**March 1, 2024**

**Amendment to Classification Plan**

The City University of New York plans to promulgate the following changes to the classification plan of the Classified Service:

Revision of the following specification of an existing Competitive title:

Fleet Coordinator

Title Code 04907

This title was last issued on September 14, 2020.

This position is accredited to DC 37, Local 983.

Pay scales and contractual representation have not changed as a result of these revisions.

This Personnel Order must be posted conspicuously for a 30-day period.

A handwritten signature in black ink, appearing to read 'Doriane K. Gloria', is written over a horizontal line.

Doriane K. Gloria  
Senior Vice Chancellor, University Human Resources

# ERRATA SHEET

## General Work Tasks

### From:

- Assists with the procurement of new and leased vehicles.
- Assists management with the assignment of vehicles to appropriate staff.
- Ensures that fleet vehicles are inspected and scheduled for preventative maintenance in a timely manner.
- Collects, reviews and maintains information such as monthly vehicle usage reports and quarterly personal mileage reports. Provides reports as requested.
- Disseminates vehicle and safety information to drivers.
- Provides drivers with University driving rules; obtains and maintains signed acknowledgement of receipt.
- Ensures compliance with vehicle usage policies by reviewing and monitoring of campus driving records through various sources including the University insurance provider and State critical driver program; provides notification to management as required.

### To:

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- May supervise staff assigned to fleet operations.

**THE CITY UNIVERSITY OF NEW YORK**  
**Classified Civil Service Position Description**

<b>Title</b>	Fleet Coordinator
<b>Title Code</b>	04907
<b>FLSA Status</b>	Non-Exempt
<b>Date Issued</b>	September 14, 2020
<b>Date Revised</b>	March 1, 2024

**General Duties and Responsibilities**

Under general supervision, oversees campus vehicle activities, ensuring compliance with University policies and procedures. Ensures that fleet vehicles are properly maintained and repaired. Collects and maintains all data related to vehicle operation and maintenance. Performs related work.

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**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; **and**
2. Five (5) years of satisfactory, full-time experience working in an administrative capacity maintaining vehicle usage and maintenance schedules; **and**
3. A driver's license valid in the State of New York.

**Notes:**

- (1) A driver's license must be maintained for the duration of employment.
- (2) For certain assignments a Commercial Driver's License (CDL) (various endorsements) may be required. In these assignments, the CDL must also be maintained for the duration of employment.

**English Language Proficiency:** All candidates must be able to speak, read, write & understand English well enough to perform the duties of the position; proficiency will be evaluated at the time of interview.

CUNY considers full-time work to be at least 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience for the same period (e.g., two months of related work experience at 20-34 hours per week equates to one month of full-time related work experience). Part-time experience of fewer than 20 hours per week will **NOT** receive any credit.

### **Direct Lines of Promotion**

From: None

To: None