



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 709122

Office Title: Fleet Inspection Coordinator

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$60,889 – \$94,521

Number of Positions: 1 **Work Location:** TBD

NYC Parks is a design award-winning city agency that builds and cares for public spaces for New Yorkers to connect, play and enjoy. NYC Parks manages more than 30,000 acres or 14% of the city's land, encompassing more than 5,000 individual properties. Our diverse set of assets includes recreational facilities, nature centers, historic buildings and structures, golf courses, athletic fields, playgrounds, tennis courts, public pools, performing arts spaces, retaining walls and nearly 14 miles of

Major Responsibilities

- Under general direction, perform responsible work including coordinating, monitoring and planning to support the Fleet Division.
- Review automotive parts and evaluate substitute products submitted as equal to standard; recommends action to be taken.
- Conduct quality assurance inspections and tests to determine the acceptability and safe operation of automotive vehicles and equipment; inspect automotive parts, supplies and repairs to ensure adherence to purchase or contract specifications, terms, conditions and related regulations.
- Ensure timely repair of vehicles repaired by vendors to contract specifications. Evaluate vendor performance and create reports.
- Inspect all types of vehicles, as well as small equipment, parts and supplies necessary for their operation, maintenance and repair.
- Inspect vehicles in service to determine the extent of damage and need for repairs; inspects repair work and monitor all warranty agreements.
- Conduct inventories of automotive equipment and parts.
- Keep records and prepare required reports using manual and computer systems and programs.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

1. Familiarity with NYC Parks Fleet processes.
2. Attention to detail, strong oral/written communication skills and excellent interpersonal skills.
3. Excellent computer skills and proficiency with Microsoft Suite, especially Excel, Teams and Fleet Focus.
4. Ability to work on multiple projects simultaneously and work independently or in a team environment as needed.
5. Valid New York State driver license.

How to Apply

All Applicants

Click Here to Apply: [Fleet Inspection Coordinator](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 709122.

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

Current City Employees please include your ERN and Job ID# 709122 on your cover letter and resume.

POST DATE: 03/28/2025

POST UNTIL: 04/18/2025

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115.

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](http://Civil Service Exams - Department of Citywide Administrative Services (nyc.gov))