

## **CITY OF SALINAS**

### **FLEET OPERATIONS ASSISTANT**

#### **BARGAINING UNIT/CLASS CODE:**

**SEIU / K07**

#### **DEFINITION**

Working under general supervision of the Fleet Manager, the Fleet Operations Assistant performs specialized work of considerable difficulty in the administrative and operation areas of fleet management, vehicle and equipment acquisition, maintenance, and parts and vehicle inventory.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single position class with responsibility to perform clerical, purchasing and administrative support duties in the Fleet Maintenance Division of the Maintenance Services Department. The incumbent must exercise considerable independent judgment in identifying and recommending effective purchasing of equipment, supplies and repair parts.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Fleet Maintenance Manager. Exercises functional supervision of lower level personnel.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Orders and receives maintenance equipment, parts, accessories, supplies, and special tools used in the maintenance and repair of the City's vehicles and equipment. Performs the duties of purchasing technician for Fleet Maintenance. Coordinates fleet management activities for individual departments or divisions. Keeps electronic and manual records of Fleet Maintenance activities. Maintains the fleet management data tracking files. Maintains the Department of Motor Vehicles' Biennial Inspection of Terminals records. May act as trustee for the City of Salinas DMV 3<sup>rd</sup> Party Commercial Driver Licensing Program. Monitors fiscal and budgetary data and expenditures; prepares related reports. Prepares vehicle and equipment servicing schedules. Participates in establishing preventative maintenance standards. Assists in developing and updating maintenance programs. Assists in revising operations procedures. Maintains shop safety programs. Coordinates two-way radio maintenance. Performs other duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, MSD Sheets, colors, visual display terminals with no color deficiency; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 50 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Physical mobility sufficient to move about the fleet maintenance service bays and office, and the ability to drive an automobile.

**CITY OF SALINAS  
FLEET OPERATIONS ASSISTANT (continued)**

**QUALIFICATIONS**

**Knowledge of:**

Basic accounting and bookkeeping principles and commonly accepted accounting procedures. General understanding of automotive and industrial equipment and commonly used terminology. Statistical analysis. City of Salinas purchasing procedures. Local, state and federal regulations governing fleet maintenance operations, e.g. OSHA, DOT, FHWA, DMV, CHP, etc. Audit and report procedures for DMV, CHP, etc.

**Ability to:**

Develop and implement inventory control procedures. Follow oral and written instruction. Prepare oral and written reports. Assist in the preparation of audit materials and inspections. Understand and interpret technical diagrams to determine repair parts requirements. Supervise the maintenance of inventory control systems. Prepare vehicle and equipment specifications and purchase requisitions. Estimate costs and prepare budget recommendations. Exercise considerable independent judgment and initiative. Develop an effective customer service relationship with staff and others.

**License or Certificate:**

Must possess a valid California Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrate the knowledge, skills and abilities required to perform the duties of the position would be any combination equivalent to completion of an Associate of Arts degree from an accredited college or university or 60 semester units of course work in public administration, business administration, automotive technology, industrial technology, or a related field; two years of experience purchasing, recording, storing and issuing regular and specialized vehicle, equipment, parts or supplies and two years experience in vehicle or equipment maintenance or repair. Additional qualifying experience may be substituted for a portion of the required education.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 8-97, REV: 01-07**