

# Water Authority Position Description

## FLEET SERVICES ASSISTANT

Status	Position Code	Level	Date
APPROVED	FSAS	B50	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PERFORM A VARIETY OF DUTIES RELATED TO VEHICLE SERVICES AND REPAIRS INCLUDING OFFICE FUNCTIONS IN SUPPORT OF THE FLEET MAINTENANCE SECTION.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR G.E.D. AND FOUR (4) YEARS' VEHICLE REPAIR, MECHANIC HELPER OR CLERICAL EXPERIENCE IN A VEHICLE SERVICE ENVIRONMENT. COLLEGE COURSEWORK IN AUTOMOTIVE TECHNOLOGY, BUSINESS OR INFORMATION TECHNOLOGY PREFERRED.

### ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

POSSESSION OF, OR ABILITY TO OBTAIN, A VALID AUTHORITY OPERATOR'S PERMIT (AOP) WITHIN SIX (6) MONTHS

### SUPERVISION RECEIVED/EXERCISED

RECEIVES SUPERVISION FROM THE VEHICLE MAINTENANCE SUPERINTENDENT.

### ESSENTIAL FUNCTIONS

1. GENERATE WORK ORDERS AND ASSIST WITH JOB SCHEDULING AND PROACTIVE MANAGEMENT OF MAINTENANCE SCHEDULES.
2. RESEARCH, ORDER, AND ASSEMBLE ALL NECESSARY PAPERWORK, PARTS AND MATERIALS TO ENSURE JOB SUCCESS.
3. COORDINATE SERVICE SCHEDULES AND NEEDED REPAIRS ON VEHICLES WITH OUTSIDE AGENCIES AND INTERNAL DEPARTMENTS.
4. MAINTAIN FLEET REPAIRS/HISTORY DATABASE. ENTER AND TRACK COSTS ASSOCIATED WITH VEHICLES AND EQUIPMENT IN FLEET MAINTENANCE COMPUTER SOFTWARE.
5. REVIEW ALL INVOICES FOR APPROPRIATE DOCUMENTATION AND APPROVAL PRIOR TO PAYMENT.
6. ASSIST FLEET SUPERINTENDENT AND OTHER PERSONNEL WITH MONTHLY REPORTS AND ANALYSIS OF ACCOUNTS AS NEEDED. IN CONJUNCTION WITH FINANCE, PREPARE ANNUAL ASSET INVENTORY.
7. REVIEW AND REPORT TO THE VEHICLE MAINTENANCE SUPERINTENDENT ANY FLEET COST ANOMALIES FROM THE ONE-SOLUTION TRACKING SYSTEM.
8. ARRANGE FOR THE SAFE TOW OF EQUIPMENT TO THE SHOP FOR REPAIRS THAT CANNOT BE PERFORMED IN THE FIELD OR TRANSFER AND RE-POSITION FLEET VEHICLES TO OTHER SERVICE SHOPS OR AS NEEDED.
9. ENSURE THAT VEHICLE REGISTRATIONS, LICENSES, PERMITS, AND INSPECTIONS ARE ALWAYS CURRENT.
10. ASSIST VEHICLE MAINTENANCE SUPERINTENDENT AND OTHER PERSONNEL WITH MONTHLY REPORTS AND ANALYSIS OF ACCOUNTS AS NEEDED.
11. PERFORM FILING, PHOTOCOPYING AND FAXING, AND OTHER ROUTINE CLERICAL WORK.

#### **SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

WORKING KNOWLEDGE OF VEHICLE EQUIPMENT, PARTS AND REPAIRS  
WORKING KNOWLEDGE OF MICROSOFT EXCEL, OUTLOOK, AND WORD  
PRINCIPLES AND PROCEDURES OF RECORD KEEPING  
WORK ORDER TRACKING SYSTEMS AND REPORT GENERATION  
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES

#### **PREFERRED SKILL/ABILITY**

WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION  
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS  
OPERATE AND USE MODERN OFFICE EQUIPMENT INCLUDING COMPUTERS  
UTILIZE ONE-SOLUTION ACCOUNTING SOFTWARE AND MAXIMO COMPUTERIZED WORK  
ORDER AND ASSET MANAGEMENT DATABASE  
PREPARE CLEAR AND CONCISE REPORTS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

OFFICE/SHOP ENVIRONMENT; EXPOSURE TO DUST AND NOISE  
EXPOSURE TO CHEMICALS, VAPORS AND ODORS

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED  
DUTIES AND RESPONSIBILITIES SUCH AS: LIGHT, MODERATE OR HEAVY LIFTING;  
CLIMBING, BENDING AND STOOPING; OPERATING MOTORIZED EQUIPMENT AND  
VEHICLES  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO  
THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES