

FLEET TECHNICAL ASSISTANT

DEFINITION

Supports the Fleet Maintenance Section's purchasing, inventory, documentation, and training functions to ensure the Transportation Services Division's compliance with local, State, and federal regulations.

TYPICAL DUTIES

- Informs administrators and District employees of various regulations to comply with in the purchasing of heavy duty diesel and gasoline-powered automotive and related equipment or in the leasing of Fleet vehicles.
- Researches vehicle types and costs, coordinates with car dealers and the California Department of Motor Vehicles, and ensures purchases are in compliance with District alternative fuel vehicles policy.
- Receives funding line applications from departmental accounting staff to ensure proper District vehicle inventory in the Maintenance Control Management System.
- Composes, updates, and reviews technical specifications to be referenced in vehicle leasing or purchasing proposals or quotation requests.
- Maintains records and reports of stock received and issued, and monitors stock levels, reporting discrepancies as necessary to the Fleet Maintenance Manager.
- Provides instruction regarding proper forklift techniques to staff at garage sites to ensure compliance with Occupational Safety and Health Administration (OSHA) regulations.
- Assists with setting up supply and maintenance contracts with vendors.
- Recommends improvements to the Fleet Maintenance Section's data systems and recordkeeping procedures.
- Updates the Maintenance Control Management System with vehicle information, allocation, and other information.
- Monitors and revises vehicle repair work documentation which includes terms, agreements, and locations of repairs.
- Supervises the bus and vehicle salvage program, removal schedules, and monetary recovery.
- Maintains Department of Motor Vehicles records including lien holder documents, registrations, duplicate/replacement plates, and vehicle identification numbers.
- Conducts inspections of garage sites to document and ensure compliance with the California Environmental Protection Agency (EPA) Air Resources Board Rule 461 (Gasoline Transfer and Dispensing) regulations.
- Acts as a liaison between the Transportation Services Division and departments such as the Office of Environmental Health and Safety and the Maintenance and Operations Branch to abate and correct environmental regulatory deficiencies.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Fleet Technical Assistant is responsible for providing administrative support related to the purchasing, inventory, documentation, and training of automotive and diesel equipment.

The Fleet Maintenance Manager is responsible for supervising automotive maintenance and repair work of the District and establishing and implementing plans, policies, programs, and standards of the Fleet Maintenance Section.

A Garage Supervisor is responsible for the operation of a garage, involving supervision of the repair, maintenance, and servicing of a variety of automotive and related equipment.

SUPERVISION

General supervision is received from the Fleet Maintenance Manager. Work direction may be provided to clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Fleet operations and procedures, including general principles involved in the maintenance, repair, and adjustment of heavy duty diesel and gasoline-powered automotive and related equipment
- Appropriate local, State and federal regulations related to Fleet operations
- Practices, processes, materials, tools, and machinery related to Fleet operations
- District purchasing and budgetary procedures and regulations
- Basic concepts and business applications of data processing systems and procedures
- California State Motor Vehicle Code and federal motor vehicle safety standards
- California EPA Air Resources Board Rule 461 (Gasoline Transfer and Dispensing)
- OSHA forklift safety requirements

Ability to:

- Recommend and implement procedures
- Analyze factors pertaining to Fleet operations
- Prepare and evaluate specifications
- Communicate effectively orally and in writing
- Deal effectively with employees, representatives of law enforcement agencies, and the public
- Utilize computer software such as spreadsheet, database, graphics, and word processing programs

Special Physical Requirements:

- Visual acuity to read detailed documents and numerical sequences accurately
- Motor ability and depth perception required to operate a forklift
- Safely lift and carry heavy supplies and equipment up to 50 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college-level courses in business administration, transportation management, and computers.

Experience:

Two years of experience in fleet operations and procedures related to the purchasing, inventory, documentation, and training of heavy duty diesel and gasoline powered automotive and related equipment.

Special:

Completion of the Compliance Assistance Class: Daily Self-Inspection Class for Gasoline Services Station Owners/Operators is required prior to the completion of the probationary period.
An Occupational Safety and Health Administrator (OSHA) Forklift Train-the Trainer certification is required prior to the completion of the probationary period.
A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
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JPK