

South Jordan City

Job Description

Title: Fleet Assistant
Org: 100530
Pay Grade: 6

Effective Date: 2/1/16
FLSA: Non-exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of clerical and administrative duties related to the Fleet Division and Public Works Department.

SUPERVISOR

Operations Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Provide support to Fleet Division employees.

Receive repair request for Fleet and generate repair orders in appropriate software program.

Create purchase orders, track purchase orders and attach to appropriate invoice when it is received.

Control Fleet Division parts inventory, order parts as necessary to maintain correct stocking levels. Assist in maintaining the Public Works Department inventory system.

Order parts as requested by mechanics.

Pick up parts when delivery is not available or when parts are needed sooner than can be delivered.

Analyze parts purchasing, repair order workflow and make recommendations that will improve productivity, efficiency, and repair costs.

Assist in the registration and licensing of city vehicles.

Shuttle vehicles to and from vendors and repair facilities.

Provide support to the Public Works Department as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. One (1) year of experience related to above duties.

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills, and Abilities:

General knowledge of office equipment including but not limited to: fax machines, copiers, printers, and computers.

General knowledge of automotive terms and automotive parts

Must be skilled at problem solving.

Ability to operate a personal computer and Microsoft products.

Ability to work with co-workers and supervisors

Ability to communicate both verbally and in writing with appropriate parties

Ability to listen and work under stress related situations.

4. Working Conditions:

Regular exposure to unpleasant and hazardous working conditions which includes exposure to noise and toxic chemicals including cleaning fluids, motor fuels, oils, etc. Occasionally, tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Adm Support
Location:	Fleet	EEO-4 Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	2305