Job Description Class Code: 268

FLEET MAINTENANCE RECORDS ASSISTANT

DEFINITION

Under general supervision, prepares and maintains equipment records and reports, and maintains computerized fuel and maintenance systems.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Prepares and maintains equipment records and reports, and maintains computerized fuel and maintenance systems; reviews files to verify correct data entry information and system integrity; completes system close-out and backup procedures; receives, inputs and maintains Department of Motor Vehicle paperwork for equipment maintenance; inputs vehicle data for repair orders and fuel transactions; prepares vehicle paperwork for auctions; downloads fuel records from fuel system memory to print reports; assigns and issues fuel keys and vehicle and equipment numbers; reviews fuel delivery invoices and compares to delivery authorizations and calculated per gallon cost.

Schedules preventative maintenance and notifies City of staff of maintenance due; tracks and reviews purchase requests for proper account code numbers and dollar amount; audits purchase orders for materials received; types and submits payment for purchases and maintains files of invoices and related paperwork; files and maintains other paperwork including work orders, billings, and vehicle inspection reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of quality customer service techniques and concepts
Knowledgeable of purchase order and payment process and procedures
Knowledgeable of fleet maintenance practices and procedures
Skilled in maintaining, reviewing, and reporting fleet maintenance and account information
Skilled in the use of personal computer hardware and software packages
Skilled in following and conveying oral and written communication in English
Skilled in establishing and maintaining positive and productive working relationships

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A high school diploma or equivalent, **AND** two (2) years clerical or record keeping experience in a Fleet or Automotive environment **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

2005 1 of 1