



CLASSIFICATION NO. 427
Established: 6/25
FLSA: Non-Exempt
EEO: 8

FLEET ASSISTANT

CLASS CHARACTERISTICS

Under supervision to perform a variety of routine tasks related to the transport of vehicles, equipment, and parts; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Transportation and Development Fleet Services program provides comprehensive fleet management services to departments, programs and outside agencies who operate County motor vehicles and equipment, including Sheriff patrol cars, pickups, vans, and maintenance of heavy equipment and other light and medium duty vehicles.

The Fleet Assistant is responsible for performing a variety of vehicle and parts inventory-related tasks to support the Fleet Services operation, including transporting vehicles, scheduling and cleaning vehicles and equipment, performing inventory and supply activities, and assisting staff with routine tasks.

The Fleet Assistant differs from the Service Maintenance Worker which is used in a variety of departments to perform manual and semiskilled or janitorial duties. The Fleet Assistant is further distinguished from the Automotive Service Technician as the latter is responsible for routine servicing and minor maintenance repairs but does not have inventory responsibilities and does not drive to pick up or deliver parts on a regular basis.

TYPICAL TASKS

Duties may include but are not limited:

1. Transports County vehicles and equipment designated for servicing, repair, or maintenance to and from the Fleet Services shop or other designated locations.
2. Schedules and cleans vehicles and equipment interior and exterior; fuels vehicles and equipment; checks fluid levels and tires; assists in cleaning of shop floor or building.
3. Picks up and delivers parts to vendors, stores, and shop floor; receives and tracks inventory.
4. Performs various inventory and supply activities such as counting, moving, organizing, and storage of parts, equipment and supplies; operates a forklift to move parts, equipment, pallets, and large tires; enters parts and work order information into the Fleet asset management system.
5. Assists in preparing new and used vehicles for use in the County Fleet; assists in the preparation of surplus vehicles for auction.

6. Assists Mechanics, Autobody Repair Technicians, and Purchasing Coordinators with routine tasks as needed.

REQUIRED KNOWLEDGE AND SKILLS:

Working Knowledge of: Basic vehicle maintenance and repair requirements; autobody and vehicle cleaning methods, products and detailing; basic inventory and supply control methods; safe operating practices.

Skill to: Operate a motor vehicle; review invoices, materials and records, for accuracy; enter data into a database accurately; operate a forklift; routinely and safely lift and carry items of various sizes and weights; operate GPS units or mapping; fuel vehicles; use office software and equipment; establish and maintain effective working relationships with co-workers, internal and external stakeholders including local businesses and the public; to take direction from others; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Duties require occasional frequent standing, sitting, walking, driving, squatting, kneeling, bending, twisting, grasping and fine motor control. The ability to lift up to 60 pounds, carry up to 40 pounds, and push/pull 80 pounds. Duties also involve exposure to loud noise, vibration, slippery surfaces, fumes and chemicals.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must pass a post-offer, pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Incumbents must obtain Forklift Certification within 60 days of hire.