

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Fleet Assistant **GR:** 101 **FLSA:** Non-Exempt **DATE:** 08/16/2024
DEPARTMENT: Public Works **DIVISION:** General Services /Central Garage
REPORTS TO: Fleet Superintendent **APPROVED:** _____ **JOB CODE:** 4072

GENERAL DESCRIPTION:

Under general supervision; performs a wide variety of clerical duties, bookkeeping, and semi-skilled automotive repair work involving Central Garage's fleet, parts management, and fuel handling programs. Work varies, requiring individual judgement within generally prescribed standards and well defined procedures.

TYPICAL DUTIES:

- Applies accounting principles in maintaining specialized and complex accounts; assists in maintaining a complete bookkeeping system of moderate difficulty; performs financial record keeping and billing procedures; handles accounts payable documents.
- Enters data; organizes and maintains account information and balances; files and maintains city vehicle maintenance records.
- Creates letters, reports, and assigned correspondence; proofreads written documents; handles and interprets technical materials; performs assorted office functions.
- Provides first-line customer and vendor communications; responds to customer inquiries and assists in-person, via telephone or computer.
- Requests, maintains, and accounts for materials, supplies, and limited office funds.
- Performs parts room management; maintains parts room inventory; completes shipping and receiving.
- Picks-up and returns parts to appropriate vendors; delivers tires to the appropriate vendor for repair; operates motor vehicles for parts and tire pickup and delivery.
- Washes and details vehicles; assists with tire changes and basic vehicle repairs as needed.
- Maintains cleanliness of the office, breakroom, parts room and bathroom by sweeping, mopping, dusting, cleaning cabinets and emptying the trash.
- Operates and handles a variety of vehicles not requiring a Commercial Driver's License (CDL).
- Performs overtime as required and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D. including post high school courses in typing, bookkeeping, and computer applications.
- Two (2) years of experience in clerical work, bookkeeping and accounting duties preferred.
- One (1) year or more of experience with automotive parts and service or tire technician work preferred.
- Experience in Microsoft Office, Excel, Outlook and Word desired.
- Must possess a valid Kansas driver's license.
- Must be eighteen (18) years of age or older.

RESIDENCY REQUIREMENTS: None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, vendors, officials and the public.
(Daily)

Type accurately at or above 40 words per minutes. (Weekly)

Receive and forward messages accurately. (Daily)

ESSENTIAL JOB FUNCTIONS (CONT'D):

Prepare, organize and file records, reports and other documents. (Daily)

Properly account for materials, supplies and funds. (Daily)

Perform basic bookkeeping and accounting procedures. (Daily)

Assist with tire changes and basic vehicle repairs. (Daily)

Pick up and return parts and tires. (Daily)

Clean common areas and bathrooms. (Weekly)

Ability to drive to run errands and transport vehicles, including pick-up and delivery.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climbs inclines, uneven surfaces, balance required.

Walking: Occasional amount required.

Stooping/Bending: Occasional bending, twisting required to inspect work.

Stand/Sit: Sit about 40 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Occasionally operates vehicles and equipment.

Manual Dexterity: Occasionally uses mechanic's hand tools and equipment.

Infectious Diseases: No exposure.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and occasionally outside.

Cold/Heat: Mostly inside, adverse weather conditions possible.

Wet/Dry: Adverse conditions possible.

Noise/Vibrations: Some heavy shop noise, office equipment, radio.

Hazards: Limited exposure to traffic safety and construction areas.

Fumes/Dust/Odors: Minimal exposure to shop dust, odors and fumes.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to schedule appointments.

Ability to understand and apply mathematical concepts accurately.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Battery powered blower, battery powered tools, brooms, calculator, computer, copy machine, fax machine, printer, hand carts, grease guns, lift tailgate, mops, pressure washer, tablet, telephone, two-way radio, variety of vehicles not requiring a CDL, vehicle jacks and jack stands.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.