

**MAJOR FUNCTION**

This is responsible clerical work involving preparation of appropriate intake and service repair orders for all city-owned vehicles and equipment received at the Fleet Management garage. Duties may include responsibility of performing lead worker duties to employees engaged in similar activities. Work is performed under the general supervision of a designated supervisor in accordance with the established policies and procedures.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Schedules vehicles for preventative maintenance and mechanical repairs. Writes repair orders as operators bring vehicles in to be repaired or to have preventative maintenance performed. Ensures that paper work gets to proper work stations. Shifts vehicles in and out of garage and parking area to their proper stations for repairs to be performed. Completes repair orders as repairs are accomplished and notifies using departments that vehicles are ready. Assists in figuring flat rate hours that each mechanic has worked on each vehicle; Ensures record system is updated accordingly. Maintains contact with internal and external vendors and customers. Serves as the liaison to the Department of Motor Vehicle (DMV); Responsible for processing tags and vehicle registrations; Coordinates vehicles being received by recording any data processes with Treasurer Clerk and processing; Reviews purchase orders and delivery tickets to ascertain that proper vehicles are properly requested, ordered and delivered. Provides notification when payment of invoices are needed. Updates and keeps operating records/reports for inventory tracking. Maintains the filing systems for vehicle inventory. Performs related work as required.

**Other Important Duties**

Performs other clerical duties in the division as requested. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of basic automotive repairs and concepts. Knowledge of Department of Motor Vehicle tag and vehicle registration process. Knowledge of and ability to use factory service manuals for warranty, and flat rate manuals for figuring flat rate hours. Ability to prepare clear and concise reports. Ability to communicate effectively, both orally and in writing. Ability to maintain logs and records on a large volume of vehicles. Ability to establish and maintain effective working relationships as necessitated by the job. Ability to diagnose vehicle problem areas. Skills in the preparation of written repair orders. Establish good working relationships with internal customers and vendors. Skill in the use of microcomputers and the programs and applications necessary for successful in performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes working as an automotive service writer, or as an automotive mechanic; or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-27-18