100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105900

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Fleet Management	Franklin

POSITION NUMBER 20005565

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Motor Pool Dispatcher	20005636 Administrative Assistant 4

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 06 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift): Report in location subject to change
FROM: 7:00 am TO: 4:00 pm Report in location subject to change

JOB CODE TITLE Motor Fleet Coordinator

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Coordinates fleet management/motor pool activities for DAS SOT Motor Pool vehicles assigned to DAS/Fleet Services Unit: schedules & assigns vehicles to employees; arranges for & coordinates preventative maintenance & other necessary repairs with approved vendor via state term contracts; obtains quotes from vendors for repairs, which are not covered by contracts; inspects vehicles for damage; performs road tests to ensure safety & checks driver's license & authorization of drivers; assists motor pool customers with using online motor pool reservation program.	Knowledge of (1) record keeping/inventory control; (2) basic auto repair or maintenance; (3) agency authorization procedures*; (4) safety practices & procedures; (5) fractions, decimals, percentages. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Internet); (7) operation of motor vehicle. Ability to (8) make appointments & schedule vehicles; (9) complete routine forms; (10) maintain accurate records; (11) work alone on most tasks; (12) obtain valid drivers license;
40	Dispatches pool vehicles for DAS Fleet Services Unit in accordance with departmental rules & regulations: prepares & maintains inventory, maintenance, revenue & use records; maintains master list of all vehicles data; completes salvage or other forms; answers routine questions from governmental employees regarding use; ensures accurate & complete preparation of trip tickets, daily dispatch log & accident reports; ensures accurate information is entered into fleet management information system, controls vehicle keys, credit cards & magnetic entry cards.	Knowledge of 1, 2, 3* Skill in 6, 7 Ability to 8, 9, 10,11, 13, 14
5	Performs minor vehicle maintenance & repairs & miscellaneous duties: washes, cleans, refuels & transports vehicles; obtains titles & registration of vehicles; monitors parking lot areas.	Knowledge of 1, 2, 3*, 4 Skill in 6 Ability to 8, 9, 10, 12, 13, 14 *developed after employment

JOB CODE 52141

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven /ao	4/9/09

apd 4-9-09 al