

## **TRANSPORTATION/GARAGE ASSISTANT**

### **DEFINITION:**

Under the direction of an assigned Administrator or Supervisor, perform, organize and complete specialized Transportation/Garage related clerical functions in the preparation and maintenance of Departmental accounts and statistical records; prepare, maintain, and review related reports required by Federal, State, County and District laws and directives for vehicle maintenance recordkeeping, monitor and record the dispensing of fuel to the public, District and City employees; perform other job-related duties as assigned and/or as required.

### **ESSENTIAL DUTIES:**

- Prepare and maintain a variety of files, records, logs and reports related to dispensing and re-ordering of various fuels.
- Maintains fiscal records, reports and summaries pertaining to Transportation/Garage projects and compressed Natural Gas (CNG) site; ensure reports are submitted in a timely manner to meet deadlines.
- Maintain business records, reports and submit necessary financials to State and Federal agencies.
- Assist Transportation Management with managing the budget and track expenditures; assemble, tabulate, and calculate figures for the annual garage budget.
- Post, balance, adjust and reconcile accounting and budget control records; submit invoices to Fiscal Services.
- Prepare and verify the accuracy and completeness of financial files, records and reports.
- Verify pump receipts of fueling stations and ensure proper re-ordering of various fuels.
- Maintain files for daily vehicle inspection reports and work orders for the District's fleet.
- Prepare requisitions to procure supplies, parts, equipment, labor and contractors for Transportation, Garage and CNG site.
- Answer telephone calls; receive and respond to inquiries; exercise independent judgment in resolving a variety of issues; refer difficult issues to Transportation Management as needed; provide technical information and assistance related to Transportation, Garage, CNG program operations, contracts and related laws, rules, regulations, policies, and procedures.
- Perform duties involved in the arrangement of hazardous waste disposal pick-up.
- Arrange smog inspections and maintain proper documentation of all District vehicles; add, change or delete District vehicles from insurance policy as directed.
- Communicate with personnel and various outside agencies to exchange information, schedule repairs and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, computer and assigned software; input data into assigned computer software; generate queries and develop spreadsheets.
- Operates and maintains computer-assisted school bus system, fuel station, and other garage related software.
- Maintain and report to State and Federal agencies pertaining to underground and above storage tanks and hazardous materials related to the garage and fueling stations.
- Perform other job-related duties as assigned and/or as required.

**QUALIFICATIONS:**

**KNOWLEDGE OF:**

- Accounting and fiscally related record management systems.
- Procedures, methods, and techniques pertaining to the operation of the Transportation/Garage Department.
- Computer-assisted accounting record management systems.
- Basic principles of Compressed Natural Gas (CNG) site operations and regulations.
- Operation of a computer and a variety of software applications.
- Standard office practices, procedures, equipment and techniques.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Applicable laws, codes, rules and regulations.

**ABILITY TO:**

- Understand and interpret data.
- Communicate effectively, both orally and in writing.
- Establish and maintain computerized recordkeeping system.
- Prepare comprehensive, accurate written reports and other documents.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Learn and apply a variety of technical information relating to dispensing of fuel.
- Establish and maintain cooperative working relationships.
- Answer telephones and greet the public courteously.
- Make mathematical calculations involving fractions, decimals and percentages.
- Work independently with minimal direction.
- Meet schedules and timelines.
- Operate standard office equipment including a computer.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

Verification of a High School diploma, a GED certificate, or a higher degree.

**EXPERIENCE:**

Three years of responsible and varied financial record keeping and varied computer experience using word processing, automated record management, storage and retrieval systems, preferably in an educational agency.

**Recent job-related experience within the last five years is required.**

### **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

Possession of a valid California Motor Vehicle Operator's License. Insurability by the District's liability insurance carrier may be required.

### **PREFERRED QUALIFICATIONS:**

Supplemental course work or training in business practices or accounting related fields is preferred, but not required.

Some experience working in the Compressed Natural Gas (CNG), gasoline or diesel industry is preferred, but not required.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor and outdoor work environment.  
Fast-paced environment with changing priorities.  
Driving a vehicle to conduct work.

#### **PHYSICAL ELEMENTS:**

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will involve sitting most of the time, but may walk or stand for extended periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **POTENTIAL HAZARDS:**

May be exposed to hazardous materials

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