

ORANGE UNIFIED SCHOOL DISTRICT

TRANSPORTATION/VEHICLE MAINTENANCE SERVICES STAFF ASSISTANT

DEFINITION

Under general direction – organizes, posts, and maintains complex records accurately relating to vehicle maintenance. Prepares regular reports; handles incoming calls, initiates telephone calls, composes correspondence, and answers questions related to vehicle maintenance; learns and applies specialized and technical procedures and performs related duties and responsibilities as required or assigned.

REPRESENTATIVE DUTIES

Learns and applies specialized procedures involving District policies, regulations, State Laws and vehicle maintenance; maintains specialized records with detailed accuracy. Compiles and maintains basic record systems and files on buses, vehicles, trailers, off road equipment, supplies, budget, and requisitions; prepares statistical reports for District and State. Records will be inspected by the California Highway Patrol annually and/or as needed.

Primarily responsible for inputting data using multiple software systems, printing work orders, organizing, maintaining, and monitoring purchase requisitions, invoices, work orders, and follow up on any vendor issues; high volume of filing, participates in other duties, such as ordering and distributing vehicle parts and supplies.

ORGANIZATIONAL RESPONSIBILITIES

Positions in this Class report to the Vehicle Maintenance Supervisor and are primarily responsible for a key set of records, data and information. Records must be accurately maintained following legal and policy procedures. This position is responsible for regular communications with staff, vendors, and the public.

Positions work under peaks of pressure and interruption. Must be able to multi-task, meet timelines, and complete reports accurately.

TRAINING AND EXPERIENCE- Equivalent

Graduation from high school, including or supplemented by training in the use of computers and modern office practices; and

Four years of responsible office, warehouse, and/or shipping/receiving experience, including responsibilities for accurate record-keeping, preferably with vehicle maintenance records.

Equivalencies: additional college level training or experience may substitute for the other experiences on a year-for-year basis to a maximum of two years.

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KNOWLEDGE AND ABILITIES

Good knowledge of: English grammar, spelling, and arithmetic; writing and composition; modern record-keeping, record checking, and filing systems; modern office methods, procedures, terms and equipment; good vocabulary; principles of staff and public relations; safe working methods and procedures.

Familiarity with: Transportation and vehicle maintenance services organization and goals.

Ability to: read, understand, explain, and apply technical District policies and materials which have legal implications; operate standard office equipment; follow oral and written instructions; establish and maintain effective relationships with District and site level employees.

Skills

Typing: 35 wpm

Licenses

A valid California Motor Vehicle Operator's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate Work:

Positions in this class perform work which may require some physical demands. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 lbs.

Mobility:

While performing the duties of this job, the employee is regularly required to sit, stand, use hands, reach with hands and arms; stoop, kneel or crouch; and talk or hear.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents may be required to work at a computer display monitor for prolonged periods; incumbents of positions in this class may be required to use personal vehicle in the course of employment.

11/13/2017