



Job Description

POSITION TITLE: Fleet Support Technician #2483
Operations and Support Services
Business Services

SALARY PLACEMENT: Classified Salary Schedule
Range 37

SUMMARY OF POSITION:

Under the general direction of the Division Director of Operations and the Coordinator II, assist and train personnel in applicable software programs. Serves as the liaison for internal and external needs for Fleet Management maintenance and repairs. Tracks and maintains all PO's, invoices, and vehicle logs.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Associate of Arts Degree in Business Administration or similar field; or equivalent experience within a setting managing Vehicle Fleet and Services, as well as property assignment control. In addition, one year of experience in providing customer support via email and phone is required.

DESIREABLE QUALIFICATIONS - EDUCATION, TRAINING AND EXPERIENCE:

Knowledge in methods and procedures of operating electronic computer equipment and software. Knowledge of vehicle management program.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to carry out complex oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence and make judgments with minimal direction. Operate equipment properly and efficiently; respond to user requests for assistance and provide user support. Ability to manage and maintain the San Joaquin County Office of Education's Vehicle Fleet, services and repairs, surplus of all vehicles. Be flexible and receptive to change.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Manage entire vehicle fleet including buses for SJCOE.
2. Maintain and facilitate Vehicle Management Database (Fleetio).
3. Process and upkeep vehicle maintenance for fleet, recalls and other service repairs.
4. Manage the mileage program and fuel history for the fleet, and distribution of gas cards to authorized users.
5. Oversee vehicle maintenance and repair program; and ensure fleet is in good working order.
6. Facilitate with vehicle procurement process (obtain bids, process all new vehicle purchases, obtain titles, and license plates with the DMV, including vehicle insurance).
7. Surplus all obsolete vehicles and maintenance equipment.
8. Process/Maintain Electric Vehicle Charging Station (EVC) codes for all internal and external users.
9. Manages DMV pull notification system (Notification of authorized driver, expired license, suspension etc.)
10. Monitor and facilitate drive safety training programs (Keenan).
11. Manage and update Filemaker Pro.
12. Knowledge of correct English usage, spelling, grammar, and punctuation.

13. Operate and monitor computer systems and related equipment.
14. Other assigned duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and walk for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school setting, and come in direct contact with SJCOE staff, parents, students and the public-at-large.

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