

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Fleet Maintenance Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OTBS
REVISED:	January 23, 2003		

BASIC FUNCTION:

Perform a wide variety of responsible, specialized general office-clerical duties and performs manual and clerical duties as required to receive, issue, and store supplies, materials, and equipment in the Fleet Maintenance unit.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Serve as receptionist. **E**

Operate a computer to enter, maintain, and update information in the vehicle maintenance management system. **E**

Enter and close all rolling stock maintenance and repair work orders. **E**

Verify accuracy of codes, mileage, labor, and parts used for repair and service of vehicles. **E**

May extract a variety of lists and reports related to program operations.

Maintain operational records and files; type forms, letters, and other documents. **E**

Assist in the parts department issuing parts and tools to program staff. **E**

May receive and store supplies, materials, and equipment.

Open, sort, and distribute mail. **E**

May drive a van or pick-up truck to pick up or deliver materials.

Operate copy machines, calculators, and other office equipment. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of full-time equivalent, paid increasingly responsible office-clerical experience in an automotive environment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard office-clerical procedures and methods.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

ABILITY TO:

Learn basic automotive terminology, materials, and equipment.

Operate standard office equipment including microcomputers and basic on-line data terminals and related software applications.

Type/keyboard at a net, corrected speed of 40 words per minute.

Learn pertinent policies and procedures.

Demonstrate good numerical and language skills.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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