

City of Dunedin, Florida
Class Description

Position Title: Fleet Administrative Technician
Public Works Department
Fleet Services Division

GENERAL STATEMENT OF JOB

Under general supervision, provides technical support to department/division staff to ensure effective and efficient operations. Performs related work as directed. Reports to the Fleet Services Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed for any particular position.

Oversee Inventory - Order repair parts, materials, workshop equipment and office supplies as needed. Obtain competitive quotes from vendors. Prepare purchase orders. Record invoices. Schedule deliveries and returns. Clean and organize multiple stockrooms. Perform year-end inventory control counts.

Maintain the City's Fuel Supply – Input daily fuel usage into the fuel management software. Record and program new fuel fobs. Track the distribution, including replacements of fuel fobs. Add, change, and remove vehicles to the City's fuel system software.

Technical Administrative Duties - Prepare/maintain monthly maintenance/service calendars. Maintain vehicle files. Open and close 'job orders' which includes posting inventory charges, posting labor charges and attaching all documentation. Ensure the Material Safety Data Sheet (MSDS) reference binder is up-to-date. Tracks, documents, and balances the division's Purchasing Card (P-Card) transactions. With a City supplied vehicle, drive to nearby locations to obtain replacement parts. Work with HR and IT Services to have new employees set up and have terminated employees removed. Research regulations, compile data, and generate reports. Track and schedule repair equipment maintenance and building maintenance.

General Administrative Duties – Process the daily mail, answer phones, scan documents, make copies, file paperwork, develop simple spreadsheets, compose correspondence, and key-in data. Also, review/edit electronic timesheets, track and enter time-off requests, greet office visitors, and perform various customer/public service duties as required.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by five years of verifiable work experience in administrative/clerical work, auto part sales, or a related field.

An equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver license.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Fleet Department. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent record keeping and clerical skills. Has effective task coordination, time management and interpersonal skills. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to assist fellow employees as necessary.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to offer assistance to fellow employees as necessary.

Equipment, Machinery, Tools, and Materials Utilization: Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, scanner, calculator, telephone. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

Verbal Aptitude: Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Has the ability to speak, write, and understand the English language.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs. Has knowledge of basic mathematics.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize, and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involve some lifting, carrying, pushing and pulling of objects and materials of moderate weight (12-20 pounds). Tasks require sufficient hand/eye coordination to perform semi-skilled / skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions. Some field related activities may require temporary and periodic exposure to adverse environmental conditions. Some tasks require exposure to smoke/dusts/pollen, fumes, electric currents, vibrations, machinery hazards, noise extremes, bright/dim light.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Employer.


Public Works Director

February 23, 2023
Date