

TRANSPORTATION/GARAGE SUPPORT ASSISTANT

DEFINITION

Under the direction of the Transportation/Garage Manager, performs, organizes and completes specialized Transportation/Garage related clerical functions in the preparation and maintenance of Departmental accounts and statistical records; prepares, maintains, and reviews related reports required by Federal, State, County and District laws and directives for vehicle maintenance record keeping, monitors and records the dispensing of fuel to District and City of Rialto employees.

ESSENTIAL DUTIES

- responsible for records related to dispensing and re-ordering of various fuels
- maintains fiscal records pertaining to garage-related projects and work order repairs
- responsible for the assembling, tabulating, and calculating of records and reports for the annual garage budget
- post, balance and reconcile accounting and budget control records
- 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
- maintains files for daily vehicle inspection reports and work orders for the District's bus fleet
- responsible for the arrangement of hazardous waste disposal pick-up
- responsible for the arrangement of smog inspections of all District vehicles
- performs other related duties within the Transportation Department as assigned and/or 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; software packages for a variety of applications including office software; e.g., Microsoft Excel, Microsoft Word, DOS; standard office practices, procedures, equipment and techniques.

Ability to: understand and interpret data; communicate effectively, both orally and in writing; establish and maintain computerized record keeping systems; prepare comprehensive, accurate written reports and other documents; learn and apply a variety of technical information relating to dispensing of fuel; establish and maintain cooperative working relationships; make mathematical calculations involving fractions, decimals and percentages; work independently with minimal direction; sit and operate computer and other office machines for prolonged periods of time.

PHYSICAL DEMANDS

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.

EXPERIENCE AND EDUCATION

Experience: A minimum of 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.

Education: Verification of a High School diploma, a GED certificate or a higher degree; course work or training in business practices or accounting related fields is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

10/2008