

(Proposed Specification)

FLEET ATTENDANT (CDL)

DEFINITION

Under general supervision, is responsible for operating and ensuring the maintenance of designated City vehicles including 20-passenger, ADA compliant shuttle buses; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Transports and delivers vehicles for servicing or repairs; inspects vehicles to ensure that they are ready for use;

Issues and maintains control register for gasoline credit cards;

Maintains information on vehicle replacement; strips and marks vehicles;

Coordinates with the Ohio Department of Motor Vehicles on certification and licensing of vehicles; ensures license plates and validation stickers are up to date;

Provides input and suggestions regarding acquisition of new vehicles and equipment;

Checks incoming and outgoing vehicles at parking facilities to ensure that only authorized vehicles are using facilities;

Reports observed defects in motor vehicles to drivers;

Checks parking facilities for unauthorized vehicles; may place warning notations on unauthorized parked vehicles;

Enters data into a computer terminal and/or generates reports;

Transports officials and employees about on City business; operates a 20-passenger, ADA compliant shuttle bus;

Maintains monthly mileage inventory on designated vehicles;

Maintains files or logs, such as accident report files and vehicle control card files;

May clean parking facilities and work area;

May answer phones or respond to inquiries from the public.

MINIMUM QUALIFICATIONS

Possession of a valid motor vehicle operator's license.

By completion of the probationary period, must possess a valid Class A, B or C Commercial Driver's License with the following endorsement: Passenger (P).

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the laws, ordinances, rules, and regulations governing the operation of motor vehicles; ability to operate a motor vehicle; ability to recognize names and numbers; ability to read the English language; ability to maintain a simple filing system; ability to get along with people; ability to follow oral and written instructions; ability to operate a personal computer and related software; ability to communicate both orally and in writing; ability to work outdoors; ability to see objects clearly that are further than twenty (20) feet away; ability to see objects clearly that are less than two (2) feet away; ability to stand for at least two (2) hours; ability to sit for at least thirty (30) minutes.

Probationary Period: 365 Days
Examination: Competitive

Job Family/Group: Labor and Maintenance/General Labor and Maintenance
EEO/DOJ Job Category: Service-Maintenance

Class established:
Current spec:
Commission action taken: **Create**
Last reviewed:

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: **PENDING LEGISLATION**
Salary: **PENDING LEGISLATION**
FLSA: **PENDING LEGISLATION**

Appointing Authority

Date