

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

10543-OFAM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	POSITION NUMBER (Agency - Unit - Class - Serial) 306-141-6894-xxx
UNIT NAME AND CITY LOCATED Sacramento State Garage - Sacramento	CLASS TITLE Automotive Pool Attendant III (APA III)
WORKING DAYS AND WORKING HOURS Monday through Friday 10:15 a.m. to 7:15 p.m.	SPECIFIC LOCATION ASSIGNED TO 1416 Tenth Street, Sacramento, CA 95814
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-141-6895-005

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Garage Manager, Automotive Pool Manager II (APM II), provide garage related services for the OFAM Sacramento State Garage customers by performing the following duties:

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
35%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>In accordance with the OFAM policies and procedures, Fleet Handbook, and generally accepted industry practices, provides garage services to OFAM customers by ensuring vehicles are properly prepared for customer use, assessing vehicle requests to determine the type of vehicle best suited to the customer needs, acquiring needed vehicles, coordinating the pick up and delivery of vehicles by customers, and directing the work of the Automotive Pool Attendants (APA) in the absence of the APM II. Creates and maintains manual and computerized vehicle service, repair, and usage records to ensure the fleet is kept safe and reliable with appropriate maintenance expenditures.</p> <p>SPECIAL REQUIREMENT This position requires Medical Evaluation clearance.</p> <p>ESSENTIAL FUNCTIONS In order to assist the Garage Manager in the day to day operation of the Sacramento Garage, utilizing strong organizational skills, functions as the lead Pool Attendant by performing the following tasks:</p> <ul style="list-style-type: none"> Oversees the Automotive Pool Attendants (APA) in servicing, fueling, cleaning, parking, staging of pool vehicle fleet, inspection, identification of defects, repairs needed by reviewing/confirming vehicle servicing checklist is followed. Ensures adequate staff availability for the Service Center shifts by reviewing the staff roster and scheduling substitute staff if needed. Estimates repair costs and advises customers by visually inspecting the car, reviewing paperwork Instructs staff and operators in the proper operation and servicing of equipment by verbally reviewing vehicle checklist. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Dennis Reynolds	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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20%	<ul style="list-style-type: none"> • Coordinates the return of vehicle to assigned driver or agency by telephone. • Assists in ensuring new staff receive adequate training by providing demonstrations, one-on-one on the job training, schedule staff for departmental and any appropriate job related training. • Functions as the Garage Manager in the absence of the APM II. <p>In order to ensure that state vehicles are maintained properly, and are safe and available for state employee use, by performing the following tasks as needed:</p> <ul style="list-style-type: none"> • Makes final determination of vehicle serviceability by physical examination and review of manual and electronic history files. • Ensures vehicles are readied for use and available by inspecting vehicle ready lines, visually inspecting vehicles, and physically inventorying pool vehicles. • Verifies that dispatch operations are functioning properly by monitoring dispatch area and randomly reviewing dispatch documents. • Verifies that monthly assignment operations are functioning properly by monitoring monthly assignment staff and randomly reviewing monthly assignment documents and requests.
15%	<p>In order to provide back up and assistance to the garage manager with vehicles for rental use to customers in accordance with OFAM policies and procedures the incumbent:</p> <ul style="list-style-type: none"> • Dispatches vehicles from a pool of vehicles by completing a dispatch ticket (OFA8G), accessing FleetFocus to verify information is correct/accurate, and verify customer's driver license to ensure current, and obtain the driver's signature for the file record. • Assigns monthly vehicles by completing appropriate forms. • Updates vehicle assignments by accessing FleetFocus and entering relevant information, name, vehicle make/model, mileage, etc.; completes appropriate forms to comply with procedures. • Ensures DMV registration tags and HOV decals ordered for appropriate vehicles are current and/or installed correctly by coordinating the actual placement on the appropriate vehicles and visually inspecting plates. • Updates mileage logs by entering mileage information. • Ensures accident repairs are completed by visually checking the vehicle.
10%	<p>In order to ensure vehicle orders, delivery and transport of all vehicles to the DGS fleet are properly coordinated and timely performs the following tasks as needed:</p> <ul style="list-style-type: none"> • Ensures vehicle orders/needs are submitted by coordinating with OFAM equipment purchaser. • Arranges delivery and drop off of new DGS vehicles by coordinating with delivering dealership, Inspection Services, OFAM transport services, and individual Garages. • Maintains vehicle keys accountability by ensuring keys are in a secured location and available for vehicles that may be started for the pre-inspection.
10%	<p>In order to ensure a safe working environment in the Sacramento Garage, follows OFAM safety practices, policies and procedures and adheres to OSHA policies and practices:</p> <ul style="list-style-type: none"> • Complies with all governing regulations pertaining to the garage operation by scheduling all required inspections and maintaining inspection logs. • Oversees the Safety program by ensuring safety meetings are held regularly and that the safety folder is kept up to date for assigned unit of responsibility. • Supervises the opening and/or closing of the garage to ensure lights, equipment and facility is secured by visually checking the facility.
5%	<p>In order to provide general office support, in accordance with OFAM policies and procedures, uses standard office equipment (i.e. photocopier, fax machines, IT peripherals) assigned Information Technology equipment, and related software applications:</p> <ul style="list-style-type: none"> • Conducts vehicle records research by using PC to access FleetFocus and examining hard copy files. • Photocopies and/or collates documents as needed. • Files documents and records in electronic or hard copy form, as appropriate. • Provides clerical support for the supervisor by completing various special projects and assignments.

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5%	<p>In order to ensure that the Sacramento Garage has adequate and appropriate supplies of fuel and bulk petroleum products and hazardous waste generated is removed in accordance with local/city/county ordinances and regulations performs the following tasks as need:</p> <ul style="list-style-type: none"> • Requests and coordinates used tire removal and disposal when necessary by contacting vendor/s from state contract register, or an assigned employee. • Assists Garage Manager with Hazmat Compliance Issues. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: <i>The operation of a service control system as used in automobile repair shops; service and lubrication requirements of passenger vehicles and light trucks; methods, materials, and time required to perform lubrication and other routine services; clerical record keeping procedures. Preventive maintenance procedures of passenger vehicles and light trucks; the tools, equipment, and methods used in testing and repairing automotive equipment.</i></p> <p>Ability to: <i>Do simple clerical work; follow oral and written directions; read and write English at the level required for successful job performance; drive all makes of cars. Maintain accurate and complete clerical records; establish and maintain cooperative relationships with those contacted in the work; analyze situations and adopt effective courses of action; direct the work of others. Estimate the time required for various types of automobile repairs.</i></p> <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • The ability to respond to staffing and operational needs as well as emergencies. • Work cooperatively and deal effectively and diplomatically with people at various levels including high level officials, customers, public, vendors and private entities. • Flexibility, tact and diplomacy in a highly sensitive setting. • Demonstrated excellent work habits, dependability and punctuality. • Effective communication skills. • Ability to work well in a team. • Demonstrated quality customer service. • Knowledge of statewide fleet reports such as FleetFocus. <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Ability to be self-motivated, to set and achieve goals, and to operate with a high degree of independence. • Efficiency, conscientiousness, tact, and professionalism. • Analyze data accurately and reason logically. • Ability to plan, organize, multi-task and establish work priorities to meet critical deadlines. <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Ability to analyze situations accurately and take effective action. • Possess excellent, interpersonal and communication skills. • Communicate effectively with individuals from varied experiences, perspectives and backgrounds which may involve some exposure to difficult clientele and conditions. • Ability to work with customers and staff at all levels. <p>ADDITIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Medical examination and approval by CalHR required prior to appointment. • Require possession of a California driver's license valid for the operation of any two-axle vehicle except a bus designed to carry more than 15 passengers, and such vehicle towing another vehicle weighing less than 6,000 pounds gross. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</p> <ul style="list-style-type: none"> • Work in a garage setting. • Standing and walking for extended periods of time. • Reaching by extending hand(s) or arms in any direction. • Stooping and bending / Ability to enter and exit vehicles. • Follow all safety rules and procedures.

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	<ul style="list-style-type: none">• Keep work area organized and clean.• If you see a safety hazard that you were not told about, inform your co-workers and notify your supervisor immediately.