

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-

11664-OFAM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Fleet Operations - Sacramento	CLASS TITLE Automotive Pool Attendant I (APA I)
WORKING DAYS AND WORKING HOURS Wednesday through Saturday 8:00 a.m. to 4:00 p.m.	SPECIFIC LOCATION ASSIGNED TO Capitol State Garage, State Capitol Basement
PROPOSED INCUMBENT (If known) Sundays 2:00pm-10:00pm/10am-6:00pm	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-120-6898-001

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 supervision of the Automotive Pool Attendant III (Supervisor) APA III (Sup), provides parking and garage related services for Capitol Garage customers (Senate/Assembly staff) while following the Joint Rules Committee policies and procedures.

% 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>
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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 Office of Fleet and Asset Management (OFAM) policies and procedures, provides garage services to OFAM customers, greet high level officials on a daily basis by verbally interacting diplomatically and tactfully and operate motor vehicles safely by following the Joint Rules Committee policies and procedures. All tasks are performed on a daily basis unless otherwise noted.</p> <p>SPECIAL REQUIREMENT This position requires Medical Evaluation clearance.</p> <p>ESSENTIAL FUNCTIONS In order to provide valet/parking services and maximize garage capacity for State Capitol Garage customers performs the following duties while engaging in safe driving practices:</p> <ul style="list-style-type: none"> • Receives and parks approximately 150 vehicles a day in assigned spaces in a safe and timely manner in accordance with OFAM policies and procedures. • Verifies vehicle fluid levels (engine oil, transmission fluid, brake fluid, power steering fluid, washer fluid, coolant, etc.) are sufficient per manufacturer guidelines by conducting a visual inspection under the hood as needed. • Replaces and adjusts fan belts, radiator hoses, door handles, visors, light bulbs, batteries, cables, and other miscellaneous items using the appropriate hand tools as needed. • Ensures vehicle fuel tank contains adequate fuel (gasoline, compressed natural gas, diesel, propane, etc.) by filling the vehicle tank with the appropriate fuel as needed. • Installs license plates and perform other minor detail operations using hand tools such as screwdrivers, wrenches, sockets, etc) as needed.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Larry Luna	SUPERVISOR'S SIGNATURE	DATE
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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"> • Conducts basic safety inspections on state vehicles daily following the vehicle servicing checklist and report to Senate/Assembly maintenance. • Relays maintenance and performance issues received from member drivers to Senate/Assembly maintenance. • Identifies and documents deficiencies in equipment needing repair daily by conducting a visual inspection. • Mounts and dismounts automotive and light truck spare tires using hand tools and vehicle lift in emergencies only. • Takes vehicles to be repaired by driving to and from remotely located vendors as needed. • Takes customers by driving or shuttling to and from their work destination as needed. <p>In order to provide quality customer service to Senate and Assembly members and staff:</p> <ul style="list-style-type: none"> • Interacts verbally with offices and secretaries of legislative, elected and staff personnel on daily basis. • Responds promptly to verbal and telephone requests from legislative, elected and staff personnel by retrieving and parking vehicles as needed. • Interacts daily in person or by phone with California Highway Patrol (CHP) officers and Senate/Assembly security staff as needed.
20%	<p>In order to ensure the fleet is kept safe and reliable with appropriate maintenance expenditures in accordance with OFAM policies and procedures:</p> <ul style="list-style-type: none"> • Sends vehicle manufacturer recall notices to clients by mail/in person and track campaigns as needed. • Dispatches trip pool vehicles (daily rentals) by retrieving the appropriate vehicle for customer pick up and creates/closes records pertaining to the vehicle. • Tracks vehicles sent out for accident repair by phone call to the vendor. • Records in writing vehicle mileage using the Mileage Log daily. • Completes service order forms by noting needed vehicle repairs. • Updates usage card (dispatch tag) by completing returned vehicle information in order to "close out" the returned vehicle on a daily basis.
10%	<p>In order to maintain a clean and safe working environment by following the OFAM policies and procedures on garage operations and adhering to OSHA, EPA, and standard automotive repair industry policies and practices:</p> <ul style="list-style-type: none"> • Sweeps garage area daily with broom. • Disposes of debris and accumulated residue using broom and dustpan as needed. • Removes oil spots by using drysweep and/or solvent daily. • Mops oil residue using mop and solvent bucket daily. • Disposes of oil contaminated solvent and drysweep by using a hazardous receptacle container as needed. • Cleans and maintains mop, broom, dustpan, and solvent bucket by using water and appropriate solution as needed.
10%	<p>In order to ensure safe, reliable, and serviceable transportation is available for OFAM customers perform the following duties in accordance with OFAM policies and procedures:</p> <ul style="list-style-type: none"> • Cleans vehicle glass and mirrors as needed by using cloth rags and cleaner. • Wipes down vehicle interior by using shop cloth rags as needed. • Empties vehicle ashtrays by removing the ashtray from the vehicle and disposing of its contents as needed. • Washes vehicle exterior by utilizing the automated carwash as needed. • Observes by visually inspecting and documenting in writing possible vehicle defects or safety issues with vehicles, and submit documentation to supervisor as needed.
5%	<p>MARGINAL FUNCTIONS</p> <p>In order to ensure an efficient and secure State Garage operation in accordance with OFAM policies and procedures, such as:</p> <ul style="list-style-type: none"> • Tactfully screens and checks pedestrian traffic into the Garage by directing to the appropriate section of the garage or office area as needed. • Maintains office work area in a neat and orderly fashion by returning desk manuals/reference materials,

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	<p>files and other clutter in the appropriate place.</p> <ul style="list-style-type: none"> • Assists customers with the vehicle disabled access equipment by explaining, operating/demonstrating the proper usage of the equipment to customers as needed. • Assists customers by providing vehicle recovery/towing functions at certain garage locations as needed. <p>KNOWLEDGE AND ABILITIES <i>Ability to: 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.</i></p> <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Demonstrated ability of performing routine service and lubrication of passenger vehicles and light trucks according to industry standards. • Demonstrated ability to work cooperatively and deal effectively with people at various levels. • Possess flexibility, tact and diplomacy in a highly sensitive secure setting. • Demonstrated excellent work habits, dependability and punctuality. • Willingness to work on shift work. • Effective communication skills. • Ability to work well in a team. <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions. • Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them. • Ability to work with customers and staff at all levels. <p>ADDITIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Require possession of 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. • Medical examination and approval by CalHR required prior to appointment. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</p> <ul style="list-style-type: none"> • Work in a highly sensitive setting interacting with the assembly, senate, and executive branch staff. • 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 to enter and exit vehicles. • Follow all safety rules and procedures. • 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.