

**MAJOR FUNCTION**

This is responsible clerical work involving preparation of appropriate intake and service repair orders for all city-owned vehicles and equipment received at the Fleet Management garage. An employee in this class shall receive specific and general instructions from a superior, who shall judge performance based upon reports, conferences and review of results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Schedules vehicles for preventative maintenance and mechanical repairs. Writes repair orders as operators bring vehicles in to be repaired or to have preventative maintenance performed. Ensures that paper work gets to proper work stations. Shifts vehicles in and out of garage and parking area to their proper stations for repairs to be performed. Completes repair orders as repairs are accomplished and notifies using departments that vehicles are ready. Assists in figuring flat rate hours that each mechanic has worked on each vehicle. Returns paperwork that is completed back to the garage from Data Processing. Coordinates all repair orders with Data Processing and the Finance Department. Contacts outside vendor for services that are required. Performs related work as required.

**Other Important Duties**

Assists with other clerical duties in the division as requested. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of basic automotive repairs and concepts. Knowledge of and ability to use factory service manuals for warranty, and flat rate manuals for figuring flat rate hours. Ability to prepare clear and concise reports. Ability to communicate effectively, both orally and in writing. Ability to maintain logs and records on a large volume of vehicles. Ability to establish and maintain effective working relationships as necessitated by the job. Ability to diagnose vehicle problem areas. Skills in the preparation of written repair orders. Skill in the use of microcomputers and the programs and applications necessary for successful in performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and two years of experience that includes working as an automotive service writer, or as an automotive mechanic, or two years in automotive repair vocational school training; or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at the time of appointment.

Revised: 11-24-87  
02-08-90  
03-10-93  
04-21-04\*  
10-24-12