

## **HHSA Fleet Attendant I/II**

### **DEFINITION**

Under general supervision, incumbents perform a variety of semi-skilled work in the servicing and maintenance of gasoline, diesel, electric vehicle (EV) or alternative fuel automotive equipment; address and resolve issues regarding fleet utilization and fleet inventory; establish, coordinate and perform routine administrative, preventative maintenance and operational functions of fleet services; serve as administrator for the fleet reservation system; and assist with vehicle care and maintenance tracking.

### **DISTINGUISHING CHARACTERISTICS**

The HHSA Fleet Attendant I/II is a single class with two salary levels, and positions in this class are flexibly staffed. The HHSA Fleet Attendant I is the entry-level classification in this classification series. Initially, incumbents work under close supervision and are given detailed instructions in the performance of routine tasks that are more structured and repetitive than those assigned to the HHSA Fleet Attendant II. As skills and knowledge are developed, incumbents are expected to perform increasingly difficult assignments with more responsibility.

Incumbents may advance to the higher level after demonstrating the ability to perform the full journey level duties of the class, which generally requires twelve months of experience at Level I. HHSA Fleet Attendant II is the journey level classification responsible for performing the full range and scope of work. Incumbents work under general supervision and are expected to be proficient in performing a variety of responsible and difficult skilled support services tasks. Positions in this class have the responsibility of participating in the coordination of HHSA Fleet Services and providing semi-skilled automotive services, and performing other related duties as assigned.

HHSA Fleet Attendant II is distinguished from the HHSA Support Services Supervisor in that the latter is the supervisory classification.

### **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

- Fuels, washes, and cleans exterior and interior of HHSA Fleet vehicles.
- Performs routine inspections, coordinates preventive maintenance with county approved vendors and identifies and reports significant electronic, mechanical, etc. issues that need repair and/or maintenance.
- Updates records and files for preventive maintenance and other repair/maintenance work performed on fleet vehicles.
- Responds to service calls in the field including accident calls, mechanical issues, electronic malfunctions or warning lights, and incidents involving clients that may prevent safe operation of a fleet vehicle.
- Delivers and picks up parts and supplies for fleet vehicles; delivers and picks up fleet vehicles and/or equipment to/from outside vendors.
- Performs general maintenance of vehicles, including jumping batteries, installing/removing fleet vehicle equipment, general troubleshooting of fleet vehicle issues, obtaining fleet vehicle information and tire maintenance.

- Assists internal customers with fleet vehicle reservation system, gas pin number issuance/support, installing/removing fleet vehicle equipment (such as car seats) and training on vehicle use.
- Assists supervisor, manager and County Fleet staff with fleet vehicle surplus and purchasing of new vehicles.
- Makes recommendations to improve fleet vehicle processes and policies and procedures.
- Performs related work as required.

## **EMPLOYMENT STANDARDS**

### **HHSA Fleet Attendant I**

**Education:** Equivalent to completion of the twelfth grade; additional training or course work in automotive technology or a related field is highly desirable.

**Experience:** No experience is required. One year of increasingly responsible experience performing automotive service work is highly desirable.

### **HHSA Fleet Attendant II**

**Education:** Equivalent to completion of the twelfth grade; additional training or course work in automotive technology or a related field is highly desirable.

**Experience:** One year of experience performing automotive service work comparable to the Yolo County class of HHSA Fleet Attendant I.

**License:** Incumbents are required to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

## **KNOWLEDGE & ABILITY**

### **Knowledge of:**

- Basic vehicle maintenance and care, including preventative maintenance
- Basic components of automotive equipment and automotive operations
- Tools and procedures used in providing semi-skilled service on a variety of fleet vehicles
- Ticketing and reservation systems
- Customer service principles and practices
- Basic principles and practices of record keeping, including computer and manual record systems
- Basic arithmetic including addition, subtraction, multiplication, division, and percentages
- English usage, spelling, grammar, and punctuation
- Office procedures, methods, and equipment including computers and applicable software applications

### **Ability to:**

- Observe safety rules and safety practices

- Identify and locate equipment and vehicles
- Use systems to execute tasks, duties and responsibilities
- Interpret, prioritize, and resolve work orders
- Establish and maintain cooperative relations with others
- Operate a computer as necessary to perform job duties, including diagnostic, ticketing, and reservation tasks
- Communicate clearly and concisely, both orally and in writing
- Respond to field requests for vehicle repair, maintenance, and/or accident calls

#### **ENVIRONMENTAL & FUNCTIONAL FACTORS**

Incumbents will perform work inside and outside of buildings and work or climb on ladders and in confined spaces. Incumbents are required to drive vehicles and operate various pieces of equipment and tools to perform the essential functions of the job. Incumbents may work in a noisy and dusty environment and may complete projects alone or working closely with others. Incumbents will perform work inside and outside of buildings with exposure to potentially hazardous materials such as chemicals and combustibles (i.e., gas, diesel fuel, etc.); in and around areas with exposure to vermin, dirt, dust, fumes, odors, and limited exposure to other contaminants such as animal or human waste and bodily fluids.

#### **MEDICAL CLASS**

This class requires incumbents to stand or walk most of the time, while sitting intermittently to perform administrative tasks. Incumbents must be able to frequently lift objects up to twenty-five pounds and occasionally lift objects up to fifty pounds. Incumbents must be able to bend, squat, climb, kneel and twist, perform simple and power grasping, pushing, pulling, and fine manipulation. Incumbents must have corrected hearing and vision.