

**Intercity Transit**  
**JOB TITLE: Vehicle Maintenance And Facilities Assistant**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>1</b>
<b>DEPARTMENT:</b> Operations	<b>DIVISION:</b> Maintenance / Facilities	<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISION RECEIVED FROM:</b> Operations Director	<b>SUPERVISION EXERCISED OVER:</b> N/A	<b>PAY GRADE:</b> B21
<b>SUMMARY:</b> Performs staff assistance and a variety of administrative, secretarial and data entry duties in support of the Vehicle Maintenance and Facilities divisions.		
<b>DISTINGUISHING CHARACTERISTICS:</b> As an Assistant, primarily performs specialized duties of a support nature for the Maintenance and Facilities divisions requiring specialized office knowledge. Work is performed within general parameters.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Prepares daily time and attendance records for Maintenance personnel. Maintains maintenance vacation calendar; assists with maintaining department leave calendar and phone lists; maintains department payroll files. Maintains staff schedule computer programming and daily sign-in sheets.	Daily 10% (A1)
2.	Develops and maintains databases, logs, and tracking systems to facilitate department operations and programs. Inputs daily service data; prepares and distributes required reports.	Daily 10% (B2)
3.	Assists internal/external customers with questions and information. Assists operator and vanpool customers with maintenance related issues and events.	Daily 10% (A1)
4.	Establishes and maintains required records and forms. Maintains filing system, including vehicle history files, component files, work orders, operator reports, inspection forms, oil analysis reports, and invoice data. Prepares files for archiving following guidelines and procedures.	Daily 10% (A1)

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5.	Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; photocopying; performing data entry; preparing mailings; typing; and word processing.	Daily 30% (A1)
6.	Assists with or conducts special research assignments. Evaluates, analyzes data, and prepares conclusions and recommendations for consideration. Develops, verifies, compiles, and records statistical and narrative information for the preparation of reports and records.	Weekly 5% (B2)
7.	Prepares and records engine/transmission fluid samples for testing, including rush samples. Prepares and records occasional diesel/differential fluid samples for testing.	Daily 5% (A1)
8.	Participates in a variety of meetings. Prepares related agendas, minutes, and other supporting documents. Prepares information for and distributes documents to attendees or other applicable individuals. Assists in the research and development of special projects/promotions.	Weekly 10% NB
9.	Coordinates travel plans. Registers conference/training attendees and makes travel reservations. Schedules appointments, meetings, and training sessions.	Monthly 5% (A1)
10.	Maintains destination sign programming system; updates and formats sign displays and coordinates with Marketing department.	Occasionally 5% (A1)
11.	Assists in vehicle and fleet parts campaigns, to include preparing status updates and reports.	Occasionally 5% (A1)
12.	Manages facility key inventory for HQ, OTC, and LTC, including issuing keys and retrieving keys for new employees and departing employees. Assigns lockers.	Occasionally
13.	Performs other duties of a similar nature or level.	As Required
14.	Must meet regular time and attendance standards.	Always

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**Knowledge** (position requirements at entry):

Knowledge of:

- Customer service principles;
- Modern office procedures, methods, and equipment;
- Basic filing and recordkeeping principles;
- Basic mathematical concepts;
- Word processing methods;
- Travel planning practices;
- English language, grammar, and punctuation.

**Skills** (position requirements at entry):

Skill in:

- Using computers and related software applications;
- Performing routine mathematical calculations;
- Providing customer service;
- Filing;
- Typing;
- Performing multiple tasks simultaneously;
- Using modern office equipment;
- Reading and interpreting documents;
- Analyzing data and comparing various sources of information;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Associates Degree and three years of increasingly responsible administrative support experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

None Required.

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

**Physical Requirements:**

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: 2/2014 Agency Reorg – Maintenance Director/Dept position eliminated; Maintenance & Facilities divisions moved to Operations Dept.; change in position's direct report: to Operations Director