

TRANSPORTATION/GARAGE ASSISTANT

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform, organize and complete specialized Transportation/Garage related clerical functions in the preparation and maintenance of Departmental accounts and statistical records; prepare, maintain, and review related reports required by Federal, State, County and District laws and directives for vehicle maintenance recordkeeping, monitor and record the dispensing of fuel to the public, District and City employees; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Prepare and maintain a variety of files, records, logs and reports related to dispensing and re-ordering of various fuels.
- Maintains fiscal records, reports and summaries pertaining to Transportation/Garage projects and compressed Natural Gas (CNG) site; ensure reports are submitted in a timely manner to meet deadlines.
- Maintain business records, reports and submit necessary financials to State and Federal agencies.
- Assist Transportation Management with managing the budget and track expenditures; assemble, tabulate, and calculate figures for the annual garage budget.
- Post, balance, adjust and reconcile accounting and budget control records; submit invoices to Fiscal Services.
- Prepare and verify the accuracy and completeness of financial files, records and reports.
- Verify pump receipts of fueling stations and ensure proper re-ordering of various fuels.
- Maintain files for daily vehicle inspection reports and work orders for the District's fleet.
- Prepare requisitions to procure supplies, parts, equipment, labor and contractors for Transportation, Garage and CNG site.
- Answer telephone calls; receive and respond to inquiries; exercise independent judgment in resolving a variety of issues; refer difficult issues to Transportation Management as needed; provide technical information and assistance related to Transportation, Garage, CNG program operations, contracts and related laws, rules, regulations, policies, and procedures. schedule repairs and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, computer and assigned software; input data into assigned computer software; generate queries and develop spreadsheets.
- Operates and maintains computer-assisted school bus system, fuel station, and other garage related software (e.g. Fuel Usage System, CNG, etc.) as required. other job-

Rialto Unified School District

