

# Antelope Valley Schools Transportation Agency

## VACANCY ANNOUNCEMENT

**TITLE:** Fleet Data Technician

### PRIMARY PURPOSE:

Under immediate supervision of Fleet Manager or CEO designee, performs shop administration work - general accounting, reports, tracking and maintaining fleet data following established routines and procedures.

### DESIRABLE QUALIFICATIONS:

1. At least three years of experience in a clerical field with job responsibilities in accounting, record keeping, knowledge of school district procedures preferable.
2. Completion of 12<sup>th</sup> grade or equivalent classes in accounting and office practice preferred.
3. Possess a valid California driver's license.
4. Knowledge of modern office practices: filing, typing, and basic accounting procedures.
5. Knowledge of the geography of the Antelope Valley.
6. Must demonstrate necessary skills working with Microsoft Word and Excel. Skills include but are not limited to the following:
  - a. opening, editing, and saving changes to existing documents
  - b. creating new documents
  - c. creating and working with tables to include sorting features.
7. Demonstrate ability to e-mail documents.
8. The ability to learn and be proficient on database software.
9. Type neatly and accurately at least 45 words per minute.
10. Ability to make mathematical computations with speed and accuracy.
11. Ability to operate various office machines.
12. Ability to maintain accurate and complete records and reports.
13. Ability to understand and follow oral and written directions.
14. Ability to establish and maintain cooperative working relations with others.
15. Ability to manage information judiciously and confidentially.
16. Ability to operate the Agency fuel management system.

### SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged use of computers. Occasional prolonged and irregular hours may be required. Repetitive hand and arm motions.

**REPORTS TO:** Fleet Manager

**SUPERVISES:** None

**TERMS OF EMPLOYMENT:** 12 Month

**WAGE/HOUR STATUS:** M-21 (\$21.73 – \$35.27)

### MAJOR DUTIES AND RESPONSIBILITIES:

1. Compile, compute, track and record various shop and fleet data and enter data into computers and files.
2. Maintain routine checks on drivers' and mechanics paperwork, shop transactions, and reports for all shifts.

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3. Maintain all records for shop such as vehicle data, outside invoicing, work schedules, time sheets, work orders, sales and purchases, etc.
4. Assist with the maintenance of parts inventory.
5. Drop off/pick up shop vehicles and parts and taking pertinent information and collecting information from The Department of Motor Vehicles.
6. Update CHP monthly with fleet data and schedule inspections as required.
7. Review and schedule fleet maintenance as required.
8. Perform all data entry related to fleet maintenance and administration.
9. Process all documentation related to new vehicle purchase and induction to the fleet.
10. Process and track all salvage vehicles from the fleet.
11. Maintain and track all document control required as related to fleet and maintenance operations.
12. Perform fleet research and reporting as required.
13. Maintain and track all compliance documentation as required for fleet maintenance and repair.
14. Track and maintain all information related to the electric vehicle fleet such as telematics, compliance, and monitoring.
15. Other related duties as assigned by department supervisor and Manager.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

**EVALUATION:** Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

"You will be required to submit a K-4 if you are currently not in the Antelope Valley Schools Transportation Agency's pull notice program."

Any employee interested in being considered for this position shall notify the Agency in writing and must be received by Josie Delgado, Human Resources Administrator, no later than **4:00 PM, Friday, May 09, 2025.**

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"

