

MAJOR DUTIES AND RESPONSIBILITIES

Clerical – 30%

Provides administrative support to the motor pool section. Maintains files, both paper and electronic for trip tickets, trip logs, accident reports, gas forms, etc. Manages courier services by tracking and assigning courier jobs when handled internally. Also manages courier contractor when handled externally. Acts as time keeper for motor pool time and attendance. Prepares time and attendance forms for supervisor's signature. Manages all keys, including signing them out to drivers and following up to ensure they are returned in a timely manner. Reports any missing keys to supervisor.

Dispatch – 25%

Receives and reviews trip tickets. Communicates with requesting offices as needed to clarify requests. Refers difficult cases to supervisor. Creates daily and weekly drive plans based on requests and staffing levels. Proposes schedule to supervisor to make driving assignments. Proposes to supervisor shift changes as needed. Proposes solutions to supervisor when there are conflicts (e.g. too many requests or too few drivers on a particular day). Supports supervisor in planning for VIP visits.

Reporting – 15%

Responsible for creating, updating, and submitting weekly and monthly reports, such as the Maintenance and Repair Costs (M&R) Report, mileage reports, and trip ticket reconciliation reports. Assists supervisor in preparing the quarterly Armored Vehicle Condition report, the Vehicle Allocation Methodology report (VAM), and the Annual Inventory report. Assist supervisor in ad-hoc reporting requests from Post Management or DC.

Driving Duties – 15%

Acts as flex driver when needed and assigned by supervisor. Maintains knowledge of roads, schedules, and procedures in order to act as an ICASS driver when workload is exceptionally high or staffing exceptionally low.

Vehicle Maintenance – 10%

Spot checks vehicles weekly to validate mileage and condition. Tracks maintenance cycles. Proposes monthly maintenance plan to supervisor for supervisor action. Assists supervisor in placing purchase orders with repair shops. Reconciles invoices.

Other Duties – 5%

Fills the role of the supervisor when the supervisor is on leave. Performs other duties as assigned by Motor Pool Supervisor or General Services Officer.

Acts as Sub-cashier by handling petty cash. Provides cash advances for official goods and/or services as authorized by GSO and Post's FMO with a maximum limitation per transaction of US \$500.00.