

SOUTH CENTRAL SOLID WASTE AUTHORITY
invites applications for the position of:

Fleet Clerk

Full-time; Regular

An Equal Opportunity Employer

<u>SALARY RANGE:</u>	\$ 11.54 - \$14.42 per hour
<u>OPENING DATE:</u>	Wednesday, August 25, 2021
<u>CLOSING DATE:</u>	Continuous

Nature of Work

Receives and processes fleet maintenance work orders, maintains repair and maintenance databases, tracks repair status of vehicles and equipment, tracks work order completion, keeps track of small shop inventory, talks to customers about work orders and status.

Duties and Responsibilities:

- Receives, processes, records, and completes work order requests; inputs and updates data into automated records system to facilitate accurate reporting; research, and tracks inquiries from customers; dispatches shop personnel on service calls.
- Processes requisitions for payment; maintains records that show status of each work order and/or requisition; maintains data base and filing system on all purchases.
- Responds to phone inquiries and provides customer service; directs calls to appropriate staff.
- Generates various reports.
- Review vendors and vendor billings; attaches invoices and billing to appropriate department and work orders for payments.
- Manages fuel card requests and issuing.

Minimum Qualifications

Equivalent to a high school diploma AND three (3) years of administrative support experience in a customer service environment, preferably in an automotive/truck/heavy equipment repair environment. A combination of experience, education, and training which provides the desired knowledge, skills, and abilities may be applied.

Knowledge, Skills, and Abilities

Knowledge of recordkeeping practices and procedures; modern office procedures, operations procedures, and equipment.

Skills in office equipment and operation; organizing daily workload and effectively completing work by importance and deadline. Using a personal computer with installed generic and specialized office software i.e., Word, Excel, etc. Organizing and planning day-to-day activities and scheduling monthly activities, as needed.

Ability to acquire knowledge of organizational processes, policies, and procedures; complete tasks with minimal supervision; communicate effectively, both orally and in writing; establish and maintain effective working relationships; respond to complaints effectively; operate a personal computer and various software applications; perform mathematical computations quickly and accurately; set work priorities and maintain accurate records; follow verbal and written instructions.

Licenses and/or Certifications

Valid driver's license required.

Environmental and Physical Factors

Work is primarily performed in an office environment. Some traveling to various sites to retrieve materials or supplies and/or to assist with auctions, with exposure to traffic and various weather conditions.

Light physical demands. Occasional bending, reaching, lifting, and carrying files and boxes weighing up to twenty (20) pounds. Considerable flexibility to structure daily activities between the activities of sitting, standing, and walking. Frequent writing, filing, stapling, and use of multiple office electronics: computers, telephone, and calculators is expected.

Work Situation Factors

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Regular attendance is an essential function of this job to ensure continuity of services. Position is subject to drug testing in accordance with applicable State and Federal regulations and SCSWA policies.

FLEET CLERK SUPPLEMENTAL QUESTIONNAIRE

Required Questions

1. I understand and accept that the position I am applying for is with the South Central Solid Waste Authority (SCSWA) and not the City of Las Cruces. If hired, I will be a SCSWA employee and not a City of Las Cruces employee.
 Yes No
2. Are you a current South Central Solid Waste Authority employee? (If you fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)
 Yes No
3. Do you have a high school diploma or GED/equivalent?
 Yes No
4. Do you have three (3) years of administrative support experience in a customer service environment, preferably in an automotive/truck/heavy equipment repair environment. A combination of experience, education, and training which provides the desired knowledge, skills, and abilities may be applied

(If you state yes and fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)

Yes No

5. Do you have a valid driver's license?

Yes No

6. If you answered "Yes" to the previous question above, please indicate the type of license, license number, expiration date, any restrictions or endorsements, and the state that issued the license. If none, type N/A.

7. Are you related by blood, adoption, domestic partnership, or marriage to any current employee of the South Central Solid Waste Authority?

Yes No

8. List all relatives by blood, adoption, domestic partnership, or marriage working for South Central Solid Waste Authority and where they work. If none, please indicate "N/A" in the space provided.

An application may be obtained online at <https://scswa.net/jobs/>. A resume may not be substituted or accepted in place of the application.

It is policy to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview and/or test because of a disability, please contact SCSWA at 575-528-3584.