

5350

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

---

05/31/05

Revised

**TITLE: FLEET MANAGEMENT TECHNICIAN**

**DEFINITION**

Under general supervision, to supervise and participate in the performance of specialized auto stores operations; to administer the motor pool rental program; to provide responsible administrative and technical assistance to the fleet management operation; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

**REPORTS TO:** Assistant Fleet Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Fleet Manager. Exercises close to general supervision over assigned office and auto stores staff, as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Supervise and participate in the receipt, ordering, stocking, and issuing of supplies and materials.
- Check shipments for condition, shortage, and discrepancies, and prepare reports.
- Check stock items for reorder and prepare reorder requests.
- Assist in maintaining records and in conducting and coordinating reorder inventories and cycle counts.
- Operate forklift, cranes, and other storeroom equipment.
- Assist in inventory audits.
- Follow up on overdue shipments with buyers.
- Respond to questions regarding stock items.
- Oversee fuel management.
- Assist in the supervision, training, and evaluation of subordinates.
- Administer the motor pool rental program.
- Oversee and participate in the registration of vehicles and equipment with the Department of Motor Vehicles (DMV).

**QUALIFICATIONS****Knowledge of:**

- Storekeeping and inventory methods and procedures.
- Nomenclature, grades, and classification of a variety of supplies and materials.

- Operation and maintenance of stockroom equipment.
- Principles of supervision, training, and performance evaluation.
- Modern office equipment, personal computers, and software applications.

**Ability to:**

- Maintain records.
- Perform heavy manual work in lifting and moving stock.
- Operate cranes, forklifts, and other stockroom equipment.
- Operate office equipment, personal computers, and applicable software.
- Supervise, train, and evaluate subordinates.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Three years of experience in storekeeping, inventory work, and fleet management operations.

Experience: Equivalent to the completion of twelfth grade.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, an appropriate, valid Class A California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Fleet Management Technician

**TO:** Assistant Fleet Manager