

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE

PART A

Position No: 573-243-6883-001	Date:
Class: Automotive Pool Manager II	Name:

Under the direct supervision of the Supervisor I, the Automotive Pool Manager II (APM II) is responsible for organizing and managing the Home's motorpool. Duties include: Managing vehicle inventory, tracking and monitoring the budget, and administering contracts and procurements related to the motorpool. Staff managed by the incumbent include: Heavy Equipment Mechanics, Automotive Equipment Operator II's, Automotive Equipment Operator I's, and administrative support staff. The incumbent is responsible for the operation of a fleet of passenger vehicles, buses, trucks, small-wheeled tractors, and similar motor equipment. These vehicles are used to perform passenger transport and pick-up and delivery of packages, freight, linens/laundry and meals. Additional APM II responsibilities include supervision of the maintenance and repair of fleet vehicles and equipment; tracking fleet inventory; surveying, transferring and disposal of vehicles and equipment consistent with the Office of Fleet Asset Management (OFAM) guidelines. The APM II also works closely with Department of Motor Vehicles (DMV)-Division of Industrial Safety, the Highway Patrol, and the Department of General Services (DGS)-Office of Fleet and Asset Management (OFAM). The APM II may instruct, lead, or supervise others, as requested at the discretion of the supervising SSM I.

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Manage and administer the Motor Pool service contracts including, but not limited to: Automotive Maintenance Byproduct Removal, Upholstery Repair, Golf Cart Repair, and Tire Disposal. Assist in completing the yearly budget and track and manage the transportation budget throughout the fiscal year. Complete requisitions and contract requests for the procurement of parts, equipment, and services such as: towing, repairs, and installation of equipment. Assist in the development of scopes of work, policies, procedures, and standards. Complete and submit the monthly Fleet Usage Report to DGS. Meet and collaborate with outside agencies such as DGS-OFAM, Highway Patrol, Caltrans, and DMV. Prepare annual Fleet Acquisition Plan for the Home and serve as the point of contact for Headquarters regarding fleet issues. Disseminate transportation related updates, and address complex transportation issues. Serve as a member of the Home's Property Survey Board.
25%	Supervise the Automotive Equipment Operator II in facilitating passenger transportation and pick-up and delivery of food, supplies, laundry, and other operational related services. Assist in the planning and scheduling of drivers and vehicles for off campus medical appointments and recreational trips for Home residents. Ensure that the vehicles are kept clean and safe. Monitor and maintain staff records to ensure operators have required licenses and current medical certifications. Conduct routine operator evaluations. Train staff on the proper use of lifts and the loading/unloading of wheelchairs and scooters, safety principles and practices, and applicable laws and regulations. Complete Probationary Reports, Individual Annual Review reports and any appropriate staff documentation.

25%	Supervise and work closely with the Heavy Equipment Mechanic to ensure that fleet vehicles and heavy equipment are properly maintained in safe operating condition and that routine preventative maintenance and inspections are completed. Perform safety checks on all the fleet vehicles and maintain utilization and service records. Ensure smog inspections and smoke tests are completed according to Bureau of Automotive Repair regulations. Provide safety training for use of heavy equipment, forklifts, golf carts, and tools.
10%	Prepare and reconcile all Voyager Cards the home uses and prepare the account for finance to approve. Approve payment of all bridge/road toll invoices. Ensure what fuel fuel is maintained at required levels and is reordered, as needed. Register, survey, and transfer vehicles to ensure vehicle registrations/titles are current, accounted for and maintained securely.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Revised: 02/25/2021

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; E-mail, read documents, meetings, drive.					X
HEARING: Answer telephone, communicate with Administration, department managers, department staff, provide verbal information; radio, meetings, drive.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.				X	
WALKING: Inspections, load, unload.			X		
SITTING: Computer, drive, meetings.					X
STANDING: Deliveries, meetings, inspections.			X		
BALANCING: Inspections, wash vehicles.			X		
CONCENTRATING: Computer, schedule, reports, drive, inspections.					X
COMPREHENSION: Reports, schedules, rules, laws, regulations, policy and procedures, codes.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules, and processes with minimal guidance, Daily operations, scheduling; inspections.				X	
LIFTING UP TO 10: Load and deliveries.			X		
LIFTING 10-25 LBS: Load and deliveries.			X		
LIFTING 25-50 LBS: Load and deliveries.			X		
FINGERING: Push telephone buttons, computer keyboard, radio, dial.		X			
REACHING: Load, vehicle maintenance, wash vehicles, answer telephone.			X		
CARRYING: Load, unload, deliveries.			X		
CLIMBING: Steps, ladders.			X		
BENDING AT WAIST: Clean, inspections, deliveries.		X			
KNEELING: Inspections, vehicle maintenance, wash vehicles.		X			
PUSHING OR PULLING: Load, unload, deliveries.			X		
HANDLING: Maintenance, deliveries, maintenance.			X		
DRIVING: Buses, vans, trucks, cars.			X		
OPERATING EQUIPMENT: Trucks, automobiles, forklift, etc.			X		
WORKING INDOORS: Computer, meetings, reports.				X	
WORKING OUTDOORS: Inspections, drive, vehicle maintenance.				X	
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____