

☐CURRENT ☒PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Office Technician (Typing)	POSITION NUMBER 538-205-1139-012
WORKING TITLE Fleet Coordinator	DIVISION/UNIT California Geologic Energy Management (CalGEM) 205/Administration
EFFECTIVE DATE	LOCATION Bakersfield/Central District
BARGAINING UNIT R04	CONFLICT OF INTEREST DESIGNATION NA

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☐ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☒ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☒ TYPING CERTIFICATE	☐ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

GENERAL STATEMENT:

Under the general direction of the Supervisor I in the Office Services Unit, the Office Technician (Typing)(OT)(T) will function as the Fleet Coordinator within the CalGEM Central District office. The incumbent will provide administrative support related to the coordination and administration of fleet. The incumbent must maintain a working knowledge of statues and regulations that relate to and/or are administered by the state, department, and district. The incumbent will work closely with field staff and is expected to provide fleet related support to management or others in the specified areas. The incumbent will be required to consistently exercise a high degree of initiative, independence, and provide clear and understandable verbal communication while performing difficult clerical work. Microsoft Office Suite, Teams, Access, and SharePoint will be used extensively. This position is required to use proper grammar and spelling, make arithmetical computation, follow oral and written instructions, produce clear and comprehensive reports, and maintain electronic records. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
40%	Serve as the primary point of contact between the Department of Conservation’s (DOC) Fleet Administrator on all fleet matters. Track utilization of all local fleet vehicles and

POSITION DUTY STATEMENT

	coordinate with the Field Engineering Units (FEU) on usage, maintenance, and repairs. Liaison with state approved vendors and Department of General Services (DGS) Fleet Inspector for vehicle service requests, inspections, and repairs. Obtain quotes, schedule service appointments, and prepare and submit DOC5s for vehicle procurement and repair services. Transport vehicles for repairs and routine maintenance. Review, update, reconcile, and upload monthly fleet reports to include: utilization, repairs, mileage, vehicle purchases, and accidents. Prepare monthly fleet report for District management. Track oversight work plans to improve fleet operations. Assist the Fleet Administrator in finding fleet replacements using metrics and repair trends. Communicate fleet process updates and assignment changes to appropriate staff. Maintain fleet reservations for staff reporting to the Bakersfield office for travel and training. Maintain and monitor vehicle key area. Track, maintain, and issue required fleet forms and GPS tracking fobs. Reconcile and maintain District staff forms to include: Fleet Card User Agreements, GPS Policy, Authorization to Use Privately Owned Vehicles, and Vehicle Expectation Memos. Conduct monthly fleet audits to ensure vehicles are stocked with required safety fleet equipment. Receive, review, and verify Vehicle Inspection/Inventory forms submitted via DocuSign. Maintain organized electronic folders of mileage reports, receipts, and inspections/inventory forms. Ensure vehicles contain required documentation, fueling/charging cards, and safety equipment.
20%	Prepare written correspondence and reports to District management on the acquisition, disposal, and underutilization of fleet assets. Support the District's annual Fleet Acquisition Plan for the purchase and/or replacement of District vehicles. Serve as liaison between District management and HQ on accidents and incidents. Ensure appropriate reports, forms, and pictures are submitted to DGS and the Office of Risk and Insurance Management timely. Coordinate with Department Fleet Administrator and the DGS Fleet Inspector for major vehicle damage. Ensure all final reporting information is submitted to the Department Fleet Administrator, as required. Report weekly incidents and accidents to the Administrative Office Manager.
20%	Maintain District fleet equipment to ensure accurate tracking of inventory. Conduct periodic inventories, reconcile procurement records, and proper disposition of equipment. Prepare correspondence and memorandum for procurement of required equipment to ensure DOC Health and Safety Office, CalOSHA, and Division safety standards. Prepare and provide instructions to staff concerning the care and intended use of equipment. Support and work closely with HSO and FEU managers to provide recommendations for appropriate equipment. Assess fleet equipment age and condition to prepare replacement or procurement justification. Maintain working knowledge of DGS, CalOSHA, local, State and Departmental policies. Provide support to management with improvements in local reconciliation procedures in accordance with departmental and State policies. Assist in fleet training and communicate local, departmental, and State fleet policies to District staff.
10%	Prepare office equipment forms for issuance of GPS fobs to new hires. Monitor processes to ensure an effective and efficient fleet program. Work closely with the Compliance Analyst to support formulation of local procedures for District fleet and field equipment to ensure consistency, compliance, and conformity with local, State, and Department policies. Email the Fleet Welcome Letter to new hires during onboarding to include: fleet information, resources, policies, and instructions.

MARGINAL FUNCTIONS

POSITION DUTY STATEMENT

PERCENT	DESCRIPTION
5%	Serve as back-up to the Administrative Support Technician and other clerical staff. Performs other classification-related duties as required.
5%	Gather, maintain, update, and assess data and prepare reports. Present ideas and information effectively both orally and in writing. Perform administrative duties including, but not limited to adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheet by the due date.

SUPERVISION RECEIVED:

The OT reports directly to the Administrative Office Manager. Direction and assignments may also come from the FEU Supervising Oil and Gas Engineers, District Office Administrator, Data Services Manager, and the Analytical Support Manager.

SUPERVISION EXERCISED:

NONE

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

NONE

PERSONAL CONTACTS:

The OT will routinely interact with District employees, oil and gas operators, division staff, stakeholders, regulatory agencies, federal, state, and local agencies, which may include extensive public and professional contact. The incumbent will interact often with industry representatives. Personal contacts may be made via written correspondence, telephone, and email regarding laws, rules, regulations, and policies.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed consequences may include, but are not limited to:

- Division will be unable to meet its federal mandates.
- Reports, official correspondence, and policy updates will not be disseminated in a timely manner.
- Negative impacts on the Division's relationship with our state and federal partners.

CONDUCT AND ATTENDANCE EXPECTATIONS:

When a hybrid telework and in-office schedule is allowed, your physical presence in the office will be required for a minimum of 3-days a week. In-person attendance at the Central District CalGEM Office may also be mandated, per the telework policy, for essential business operations as directed by the District Deputy or Unit Supervisor.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	• Sit at a desk, in a chair, and in front of a computer screen. • Move/walk about the office and standing or sitting during meetings. • Use a multi-line telephone console or a cordless device with or without headset.

POSITION DUTY STATEMENT

	• Bend (neck and waist), squat, kneel, and twist (neck and waist). • Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
Occasionally	• Travel via private or public transportation (i.e., automobile, airplane, etc.) including overnight travel inside California may be required. • Reach (above and below shoulder level). • Conduct duties in outdoor settings. • Lift and carry up to 20 pounds. • May be required to work overtime.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name	Employee Signature	Date
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I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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