



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: FLEET ADMINISTRATION CLERK
Job Code: OPSEU - Office Administration 08, 08OAD
Job ID: 16686

Purpose of Position:

To provide financial, administrative, and clerical services to the Regional Fleet staff. To maintain up-to-date hard filing and electronic data systems on all equipment. Arrange and record the movement of Ministry equipment by coordinating throughout the region.

Duties/Responsibilities

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Under the direction of the Fleet Supervisor, performs administrative & clerical duties for the Regional Fleet Office staff by performing duties as follows:

- Providing word processing services by producing materials such as user reports, emails, faxes, presentations, correspondence, charts and graphics. Keyboarding from hand-written drafts, letters, reports, for signature of supervisor and staff.
- Utilizes spreadsheets and databases to summarize activities, generate reports, and maintain accurate inventories, vehicle/rental service information.
- Provide reception services by responding to general inquiries and various internal or external personnel, either by telephone, e-mail or in person and directing clients to appropriate office or staff member for the Regional Fleet Office.
- Preparing and processing requisitions for the delivery/procurement of supplies/services/vehicles according to current government/Ministry policies and procedures.
- Maintaining up-to-date electronic/hard copy record management systems on all ministry equipment; by inputting, sorting, and filing documentation as necessary, ensuring retention and disposal procedures meet ministry policies and procedures.
- Updates Fleet Anywhere database ensuring that all applicable information is entered accurately in a timely fashion, Le. cost centres, operator identification numbers, credit card and vehicle information.
- Ensures the receipt of monthly equipment cost reports, reviewing for accuracy, and appropriate use of charge cards, proper coding and inputting into fleet database within required time frames.
- Providing financial support by calculating charges for rental/services, preparing billing for rental charges in accordance with current Government rental rates, ensuring clients are billed accurately and that bills are forwarded to appropriate area for processing.
- Responsible for organizing and maintaining `pool` vehicle calendar and making scheduling arrangements during summer/winter maintenance of pool vehicles including driving vehicles as required.
- Ability to operate fleet vehicles, as required, to assist with the moving or maintenance of vehicles.
- Maintains/monitors vehicle charge card inventory and initiates the ordering and cancelling of vehicle credit cards.
- Schedules and assigns equipment to various locations by receiving and confirming requisitions and/or verbal orders from Supervisor for use of equipment; recording location of equipment assigned, making periodic checks with field personnel of location of equipment to ensure accuracy of inventory and to

ensure the fullest utilization of equipment.

- Ability to make non-technical decisions/appointments regarding equipment maintenance.
- Mail distribution, ordering office supplies and checking invoices for accuracy, making photocopies, arrange for courier pickup and deliveries, accommodation arrangements, etc.

Knowledge:

Job requires working knowledge of computer software applications such as databases (Access, Fleet Anywhere) & spreadsheet programs to calculate and record financial charges for report production to meet program area needs. Job requires knowledge of word processing and design software (MS Office products & Power Point) for asset management, correspondence preparation and presentation development. Job requires working knowledge of service provider`s policies and procedures for input into MTO fleet system. Job requires knowledge of section program area and office`s functions/procedures to provide factual information to various internal/external personnel, to respond to general inquiries and to compile statistical reports in accordance with established guidelines and procedures. Job requires good knowledge of records management practices for both hard copy and computerized records to ensure retention and disposal procedures meet ministry policies and procedures. Job requires working knowledge of the current contract service provider of vehicle charge card policies and procedures (ie. ordering, cancellation & appropriate use of cards). Job requires knowledge of administrative support services and clerical methods and procedures (e.g.: distributing/tracking incoming correspondences, responding to or referring clients to other sources, ordering supplies, courier services, etc.). Job requires a good knowledge of ministry procurement policies and procedures. Job requires a familiarization of various equipment types and terms (ie. crew cab, plow truck, spreader, loader, etc.).

Staffing and Licensing Requirements:

- A valid class `G` Drivers license with acceptable driving record is required for this position. Keyboarding to Ministry standards.

Skills:

Ability to operate a computer using a number of software program for electronic mail, word processing, creation of documents, spreadsheet and database applications. Job requires good verbal communication skills to respond to inquiries from clients - internal and external. Job requires good written communication skills to compose routine correspondence and update reports. Interpersonal skills, tact and diplomacy are required when dealing with direct or telephone inquiries pertaining to the section/office functions. Job requires organizing own daily work activities to ensure that all reports and statistical information is produced and available when required. Job requires the co-ordination of transportation services and assisting in the requirements of pre-trip inspections. Job requires checking office supply invoices to confirm receipt of goods or services and billing accuracy. Job requires writing skills to compose presentations, prepare correspondence, databases, spreadsheets and reports ensuring accuracy in grammar, spelling, and calculations. Ability to operate a vehicle as needed for fleet support and maintenance.

Freedom of Action:

Job requires working in accordance with established practices and procedures with minimal supervision. Job requires the ability to work independently and with minimal supervision. Job requires working individually and in a team environment. Job requires planning the workday in order to respond to unforeseen demands for services and changing priorities while maintaining control of due dates and various other commitments at hand. Incumbent is issued a ministry-purchasing card and has the authority to purchase items to a specified limit. Supervision is available for the more difficult decisions and questions (e.g.: vehicle credit card problems, difficult questions relating to sectional area, etc.). Under the direction of manager, carries out investigations to resolve variances and discrepancies such as over/under charges by searching files, talking to clients.