



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

FLEET DISPATCH COORDINATOR

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 35 Job #: VA17
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JOB SUMMARY

This is a journey level position performing Fleet Dispatch Coordinator functions at the headquarters location of the Metropolitan Water District. This position oversees and performs monitoring and safe-keeping of transportation orders and vehicle pool keys; transportation of vehicles for service, record keeping and a variety of administrative functions, and inspects executive staff vehicles as required. This position may oversee or provide transportation for internal or external parties; coordinates and leads office staff and prioritizes the work of the Headquarters Dispatch Office.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Coordinates the activities of staff at the Headquarters Dispatch Office.
2. Assists in formal studies and analysis of existing operations, systems, budget requests, or equipment; makes recommendations leading to reduced operating costs, improved services, and greater general efficiency; and may prepare written reports.
3. Oversees or reviews all transportation orders District-wide for completeness and Defensive Driver requirements.

4. Oversees and provides information, guidance, and recommends solutions regarding administrative processes and procedures.
5. Coordinates with mechanical staff regarding vehicles at Headquarters which require service. Transport or arrange for transport of vehicles to garage for service.
6. As needed, oversee or provide transportation services for internal or external parties.
7. Performs other related Fleet Dispatch Coordinator job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A high school diploma or a certificate of high school equivalency and three years of relevant experience in one or more of the following: performing non-mechanical vehicle inspections, maintaining vehicle related information such as usage records, mileage, services, maintenance, and/or repairs; or two years in the MWD Fleet Dispatcher position.

Required Knowledge of: Principles of supervision in order to provide guidance, instruction, and training to other Dispatch office staff; of safe driving practices, of safe work practices, general knowledge of preventive vehicle maintenance; of non-mechanical vehicle inspections, various clerical related duties including maintaining vehicle related information such as records of vehicle usage, mileage, services, maintenance, and repairs; and current office technology and equipment to generate various vehicle related reports.

Required Skills and Abilities to: Make arithmetic computations with accuracy; and interpret and apply business policies and procedures; use independent judgment and exercise discretion; problem solve; self-motivate; be flexible; train others; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective relationships with those contacted in the course of work; work independently and in a team environment; and operate office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this

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MWD

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job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements

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