



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## FLEET DISPATCHER

<b>Group-Section:</b> Water System Operations Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 31 <b>Job #:</b> VA16
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### JOB SUMMARY

This is an intermediate level position performing fleet dispatch functions at the headquarters location of the Metropolitan Water District. This position assists with 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 provide transportation for internal and external parties.

### DISTINGUISHING CHARACTERISTICS

The intermediate level is distinguished from the higher levels by its emphasis on the more routine, often less technical or less specialized work, and by working under moderate supervision. Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. Situations to which the existing guidelines cannot be applied are referred.

### OVERSIGHT

**Supervision Received:** The supervisor or the lead provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The employee is provided with additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the lead for decision or help.

**Supervision Given:** None

### JOB DUTIES

1. Assists in reviewing all transportation orders District-wide for completeness and Defensive Driver requirements.
2. Provides information and guidance regarding the Headquarters Dispatch Office processes and procedures and may recommend solutions regarding administrative process and procedures.
3. Assists with coordinating with maintenance staff and transports vehicles for service.
4. May provide transportation and related services to internal and external parties.
5. Assists with tracking mileage and use of fleet pool vehicles and inputting data into an automated system, and may run reports as needed and perform other administrative work.
6. Performs other related Fleet Dispatcher job duties as required.

## EMPLOYMENT STANDARDS

### MINIMUM QUALIFICATIONS

**Education and Experience:** A high school diploma or a certificate of high school equivalency and one year 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 one year in a related MWD position.

**Required Knowledge of:** Safe driving practices, safe work practices, basic knowledge of preventive vehicle maintenance; non-mechanical vehicle inspections, and various clerical related duties including maintaining vehicle related information such as vehicle records of usage, mileage, services, maintenance, and repairs; and basic administrative procedures and current office technology and equipment.

**Required Skills and Abilities to:** Make basic arithmetic computations with accuracy; and apply business policies and procedures; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

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Adopted: 11/20/2017

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Supersedes:

Page 2

*MWD*

*Metropolitan Water District of Southern California*

**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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Page 3