

JOB DESCRIPTION

TITLE:	FLEET MANAGER PROBATION SERVICES
JOB SUMMARY:	Manage the repair, service, and cleaning of County vehicles assigned to the Pierce County Juvenile Court.
JOB DUTIES:	Weekly review of the status of each vehicle. Determine vehicles needing work. Transport vehicles needing work to and from maintenance sites. Report irregularities in employee use of vehicles to the administration. Report serious maintenance problems with a vehicle to the administration
TRAINING, EDUCATION EXPERIENCE:	An interest in working with transport vehicles. Any equivalent of education or life experience showing a capacity to handle this position. Attendance at a half-day Cultural Diversity Training required.
PERSONAL TRAITS:	Ability to deal with other agency personnel, to be organized and to be very patient.
REQUIREMENTS:	Must be 19 years old or older. Must have a valid license and good driving record. Must have a valid insurance card. Some knowledge of vehicles helpful, not necessary. Must submit to a background check.
JOB RELATIONSHIPS:	Supervised by the Administrator of Court Services. Responsible to the Volunteer Services Manager.
TIME COMMITMENT:	Approximately 8-10 hours a week during business hours. Time negotiable.