

Specification for Class of

MOTOR POOL MANAGER

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Supervises and may participate in the dispatching, operation, and servicing of motor vehicles and equipment at a large state institution, in a large motor pool providing service to all state agencies, or in a motor pool exceeding 75 vehicles in size.

Typical Work

Assigns duties to equipment operators, auto mechanics, and equipment service attendants; establishes pickup, delivery, and hauling schedules;

Establishes, schedules, and supervises maintenance and servicing of vehicles; establishes inspection schedules and inspects vehicles; maintains records;

Instructs State employees, patients, residents, or students in operation, servicing and maintenance of motorized equipment;

Recommends replacement or disposal of vehicles or equipment when conditions warrant; supervises preparation of used vehicles for public sales and processes new vehicles into fleet;

Maintains stock of replacement parts and other automotive supplies;

Monitors submittal of accident reports; obtains repair estimates and schedules vehicles for repair as necessary;

Maintains service records on all fleet vehicles;

Performs other work as required.

Knowledge and Abilities

Knowledge of: rules of safe operation of motorized equipment; State motor vehicle laws; methods and materials used in servicing automotive equipment; rules governing operation of State vehicles; dispatching vehicles and operation of motor pool.

Ability to: operate trucks and construction equipment; make adjustments and minor repairs to automobiles, trucks, and other motorized equipment; keep operational records; prepare clear, concise reports.

Minimum Qualifications

Three years of experience involving a fleet operation and maintenance of motor vehicles and/or equipment.

NOTE: Selective skills for dispatching equipment may be required for some positions.

NOTE: Valid Washington State unrestricted motor vehicle operator's license and record free from serious or frequent traffic violations are required.

Revised August, 1977

Revises definition and general revision

Revised April 13, 1984

Revises definition and minimum qualifications