

City of Victoria JOB VACANCY NOTICE Internal and External

CUPE LOCAL 50

DATE OF ISSUE: February 3, 2010

CLOSING DATE: February 17, 2010

Competition Number:

10/18

Position Title:

Clerk – Fleet Services

Number of Positions:

One

Duration:

Continuous

Work Schedule:

Monday to Friday, 37.5 Hours per week

Pay Group:

\$28.75 per hour, Pay Grade 10 (Under Review)

ALL APPLICATIONS MUST BE received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

Please submit your application quoting the above competition number to:

The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C., V8W 1N8, by FAX to (250) 361-0238 or by email to hr@victoria.ca

DEPARTMENT: Engineering / Support Services

POSITION FUNCTION

Provide accounting and clerical functions for Fleet Services.

KEY DUTIES

Provide accounting and clerical support for Fleet Services including budget preparation, analysis, GL Inquiries, opening and closing work orders and assisting with process reviews. Create and manage manual and computerized files and databases. Analyze financial and operational information to compile and produce a variety of costing and statistical spreadsheets and reports, such as revenue, expenditures, variances and benchmarking of industry standards for recommendations to Supervisor. Maintain financial standards and provide accounting guidance for items such as PCard and HST to end users. Assist and coordinate the preparation of tenders and proposals with Supply Management services.

Maintain the financial components of fleet by determining and adjusting budget, calculating depreciation, overhead and charge out and vehicle rental and recovery rates and the appropriate inter-departmental charges; prepare and process journal vouchers for various departments. Maintain, review and approve the fuel security card system including issuing, activating or deactivating cards, approve requests from commercial customers for sales of fuel and generate third party billing invoices and records.

Coordinate the collection and analysis of fleet data and maintain fleet inventory system and master files utilizing the Vehicle Maintenance Management System. Coordinate the reporting and recording of fleet including vehicle replacement and rental ledger, vehicle accident investigations, ICBC claims, insurance forms, vehicle specifications and tenders; co-ordinate the short term rental of vehicles; arrange the purchase of insurance for City vehicles; issue keys and record user information; attend

weekly division meetings and schedule vehicle training sessions. Provide information to management of the most cost-effective and suitable allocation of vehicle and fleet equipment and maintain records of fleet and equipment assignment and location.

Contact outside agencies and other departments such as ICBC, National Safety Council, Insurance Brokers, Police and Fire Departments to obtain or provide information. Record daily purchase card receipts; reconcile a variety of monthly billings including purchase card expenditures; sort and distribute incoming correspondence; code invoices and forward for payment.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by operational demand or requests for services and is reviewed periodically for accuracy.

Major expenditures or issues that deviate significantly from departmental practices and policies are discussed with supervisor.

WORKING CONDITIONS

Physical Effort:

Sit with arms unsupported while keyboarding. (often)

Touch keying with calculator. (occasional)

Mental Effort:

Short periods of intense concentration while analyzing data and compiling statistical reports. (frequent)

Meet multiple deadlines. (occasional)

Visual/Auditory Effort:

Focus on source data and VDT for long periods. (often)

Work Environment:

Office.

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Understand and apply the techniques of accounting principles.

Type 60 wpm; working level operation of current City of Victoria word processing and specialty software.

Advanced level operation of current City of Victoria spreadsheet programs.

Maintain accurate records.

Establish and maintain effective working relationships.

Deal effectively with the public and outside agencies.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

High School Graduation.

Second level CGA/CMA program. (2 years)

Required to sign an attestation of confidentiality.

Experience:

2 years of related experience.

Or an equivalent combination of education and experience. Experience in construction or maintenance operations would be an asset.

OTHER:

May be requested to substitute in a more senior position.

JC: 4229

TESTING MAY BE CONDUCTED
THIS IS A CUPE LOCAL 50 POSITION