

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: FLEET VEHICLE SPECIALIST
DEPARTMENT: ADMINISTRATION
SUPERVISOR: COMPLIANCE/CHIEF SECURITY OFFICER
CLASSIFICATION: PART-TIME/FULL-TIME NON-EXEMPT

POSITION SUMMARY:

This position will be in charge of insuring proper maintenance of all LCTHC and GSA vehicles and reporting maintenance as required to GSA. This position is also responsible for understanding the functions of the Safety and Security Officer and to serve as backup to that position as needed.

ESSENTIAL JOB FUNCTIONS:

- **Engine oil level:** Add oil if necessary. Do not add or instruct vendors to add any oil additives.
- **Fluid leaks:** Check ground for oil or other fluid spots.
- **Tires:** Check air pressure regularly.
Tire pressure other than that stated on the sticker label provided by the vehicle manufacturer (located on the driver's side door post or glove compartment or information found in your vehicle owner's manual) will reduce tire life and affect vehicle handling and fuel economy. Check tires for excessive or uneven tread wear. Contact the MCC if excessive wear is discovered
- **Exterior:** Check vehicle for body damage incurred while parked and unattended. Report any damage promptly to the Compliance/Chief Security Officer and GSA.
- **Other:**
 - Coordinates the maintenance and repair of vehicles
 - Communicate with Maintenance Control Center (MCC) for all vehicle maintenance.
 - Collects defect forms from employees and investigates the concern
 - Schedules appointments with outside agencies for vehicle repair
 - Follows up with maintenance and repair work when authorized by GSA
 - Clean, vacuum and wash all vehicles
 - Jumpstarts company vehicles only when needed
 - Ensure safety equipment is installed in all vehicles
 - Maintains mileage records for reporting purposes
 - Maintain a filing system/tracking log for all vehicles
 - Train employees on safety issues when needed

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School Diploma or GED
- CA driver's license
- CPR and First Aid Certification
- Strong customer service
- Computer skills a must excel, data base, word etc.
- Verbal and written skills a must including phone skills
- Knowledge of usage of vehicle equipment
- Knowledge of safety standards

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas and office sites. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to view close and distance areas, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects

weighing up to 60 pounds. Stooping / Kneeling: Ability to provide security services, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard safety and security equipment, including, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; frequent exposure to outside weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date