



Job Opening at Solid Ground

Job Title: Fleet Maintenance Administrative Assistant

Department: Transportation

Supervisor: Maintenance Manager

Union Affiliation: OPEIU
(Associated dues will apply)

Status: Non-Exempt

FTE: 1.00

Salary Range: 203

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: The Transportation Department includes Solid Ground Transportation (SGT), a program that provides para-transit service under contract to King County Metro's Access Services Division, Community Transportation Services, and the vehicle Maintenance division. The Fleet Maintenance Administrative Assistant is responsible for administrative tasks including account payments and reconciliations, provides support to the Maintenance department including working with the maintenance manager directly on parts ordering and inventory control.

Essential Responsibilities, Duties & Tasks:

- 25% Coordinate, track & initiate payment to vendors and suppliers. Contact vendors to reconcile pricing and invoice discrepancies.

- 25% Enter work orders in EAM database, research missing information, compose reports, and generate daily PMI work orders. Provide support in scheduling repairs to ACCESS, CAT and other program vehicles, including scheduling of repairs by outside vendors.
- 15% Monitor vendors for consistent pricing of parts and supplies, maintain a detailed parts inventory and price comparative database; contact vendors with inquiries regarding part identification and price. Order and receive parts from vendors, stock parts as required.
- 10% Generate customer payment invoices and statements based on month end closing of all repair orders and send out billing requests. Evaluate all invoices and statements to ensure proper payment is made. Maintain a file and track all customer invoices to ensure proper billing.
- 10% Monitor, track and maintain the maintenance budget and assist the Maintenance Manager in resolving discrepancies.
- 10% Initiate and track warranty claims to ensure proper credits are received. Receive warranty parts and core parts from maintenance shop, document and return to vendors for replacement or credit. Track and verify credit was received from vendors.
- 5% Keep general office supplies replenished; organize and file completed work orders, invoices, and forms; answer phones. Track and enter payroll for maintenance department.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education & Experience:

Requires one of the following:

- a) A high school diploma or GED along with one year of experience at a parts counter and 1½ years accounting/bookkeeping/financial management experience setting; AND
- b) Two years of experience in accounting/bookkeeping/financial management and/or office administration with 6 months purchasing experience; OR
- c) Two years Maintenance parts counter experience and at least 2 years accounting/bookkeeping/financial management/supervision experience setting; OR
- d) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Minimum Qualifications:

- Must possess a valid Washington State Motor Vehicle License, a driving record free of serious or frequent violations in the last three years
- Proficient knowledge of Microsoft Office products such as Excel, Outlook, and Word and be able to produce products using these programs which fulfill the needs listed above
- Ability to work individually in a self-directed manner and as part of a team in group functions

- Ability to take general direction and apply it to specific circumstances as the situation requires
- Ability to maintain confidentiality
- Strong organizational skills, initiative, and attention to details
- Strong record keeping skills and ability to communicate orally and in writing
- Ability to follow oral and written instructions
- Familiarity with automotive parts identification
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages

Physical Demands/Working Conditions: This position works performing general office duties 100% of the time. Position requires employee to lift/carry 25-75 pounds rarely, 15 - 20 pounds frequently. Push/pull requires 50 lbs pounds rarely, 25 - 45 pounds Seldom, 10 – 20 occasionally. 35% General office duties include data entry, filing and copying, 35% working with vendors and parts, 25% General accounting, invoicing and check requests, 5% shuttling, running errands and misc. Position has the ability to sit/stand as needed, walk, lift and stairs and does frequent computer input requiring sitting. Position requires working hours 8:00 AM – 4:30PM / Monday – Friday.

Hours & Compensation: This is a full-time (40 hours per week) union position starting pay is \$22.92 per hour plus benefits. Hourly range \$22.92 - \$30.24. Benefits include medical, dental, short-term, and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants must complete a standard Solid Ground application form, which may be obtained at 1501 N 45th Seattle, or by calling our job line number at (206) 694-6840. Please return completed applications to Solid Ground, 1501 N. 45th Street, Seattle, WA 98103, Attn: Human Resources Department, OR send it by email to jobs@solid-ground.org OR fax to 206.694.6812. **Please attach a cover letter and resume.**

Closing Date: Open until filled.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.