

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

STAFF ASSISTANT (Part-Time)

Revision # **Date:** January 3, 2006 **Approved By:**

Reports to: Administrative Services Manager

Supervisory Position: No **PFA:** No **Safety:** No **FLSA Exempt:** No

General Position Description

Provides general assistance to Fire District staff as directed by the Administrative Services Manager, Fleet Services Manager, Fire Chief, or Division Chiefs.

Principle Duties and Responsibilities

- Picks up interagency mail from all fire stations daily and delivers to Headquarters; sorting and distributing mail appropriately.
- Delivers interagency mail picked up at Headquarters to appropriate station/agency as addressed.
- Picks up and delivers packages as addressed.
- Takes mail/packages to the Post Office or packing store for delivery.
- Drives District vehicle to perform errands/assignments.
- Requests assistance when transporting an item that weighs over 30 pounds and/or will use a dolly or other transport-assisting tool.
- Purchases supplies as directed from retail stores, ensuring receipt/proof of purchase is given to the Finance officer or the Fleet Services Manager as directed.
- Delivers Board packets each month to Board Member homes.
- Copies data and printed material as directed.
- Picks up and delivers vehicles as directed.
- Picks up and delivers automotive/truck parts and supplies as directed.

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- Responsible for daily inspection of vehicle which includes but is not limited to: tire condition; fuel, oil, and coolant levels; and entering the appropriate information into the log book.
- Responsible for keeping assigned vehicle clean. May be required to wash vehicle.
- May be required to drive within a 100 mile radius of Apple Valley.

Minimum Qualifications

As established in District Personnel Policy P-5.

Description of Duties, Abilities and Work Environment

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.