



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 8335

STATE FLEET DISPATCHER

GRADE E

SCOPE OF WORK:

Work involves duties and responsibilities associated with the scheduling, dispatch, and routine maintenance of State Fleet vehicles and related administrative activity.

DUTIES PERFORMED:

- Reserve and assign vehicles according to user needs and established Fleet Services policies.
- Communicate policies and procedures to State Fleet users.
- Respond to user inquiries and complaints.
- Refuel vehicles and perform routine maintenance checks.
- Inspect vehicles to determine when repairs are needed and for satisfactory completion of repairs.
- Coordinate preventative maintenance activities with district shop.
- Maintain manual and computerized records and reports; reconcile agency reports and resolve discrepancies.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires high school diploma or GED and three years of a combination of education and/or work experience that provided a working knowledge of general vehicle maintenance and repair and associated record keeping.

Eff. Date: 02/85

Rev: 01/98 – Revised minimum qualifications, retitled, and updated format.

Rev: 07/12 – Conversion to Hay System