

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Leader, General Office Garage

CODE NO.: 00503

GRADE: 008

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Direct assigned personnel and participate in all activities incidental to the operation of the General Office Garage and related facilities.

ASSIGNED DUTIES:

1. In addition to performing all the duties of Garage Attendant, is responsible for:
 - a. Scheduling and making daily work assignments.
 - b. Directing, assisting, and training assigned personnel in the performance of their duties.
 - c. Arranging for and scheduling of outside repairs to all vehicles assigned out of the General Office.
2. Prepare local purchase orders pertaining to the operation and routine maintenance of the general office garage and related facilities.
3. Prepare all blanket purchase order tire releases.
4. Prepare monthly speedometer mileage report for executive and pool cars.
5. Maintain current maintenance files on all vehicles assigned out of the General Office Building.
6. Assure that assigned equipment and facilities are properly maintained.
7. Provide for transporting of personnel and material to and from the airport.
8. Prepare records and reports as required.
9. Perform other duties as required in higher or lower classifications.