

Mental Health Association in Orange County, Inc.



Fleet Associate - **New Position** JOB POSTING

- I. Title:** Fleet Associate
- II. Reports to:** Office Manager/ Executive Assistant
- III. Job Objectives:** Maintain all MHA Agency vehicles.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy.
- IV. Qualifications:**
- High School Diploma.
 - Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
 - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.
- V. Responsibilities:**
- Maintain vehicle use and sign out records in conjunction with administrative staff.
 - Monitor, schedule and deliver all Agency vehicles for maintenance to include oil changes and repairs as required.
 - Ensure that the inspection schedule is followed for all agency vehicles.
 - Ensure that all vehicles are taken to the car wash and the interiors vacuumed on a monthly basis or as needed.
 - Maintain a complete record of vehicles, repairs, parts usage, parts, and fuel inventory at all times.
 - Develop, prepare and analyze reports detailing monthly vehicle expenses related to repairs, fuel, total operating cost, purchases and other related cost items as appropriate.
 - Provide a monthly vehicle maintenance plan.
 - Prepare all monthly reports to include, mileage, vehicle photos and driving logs.
- VI. Other Duties:**
- Employee shall perform all other duties as may be required by management.
- VI. Terms of Employment/Benefits:**
- Per Diem
 - Up to 10 hours per week

Please send letter of intent and resume to:

**Mental Health Association in Orange Co. Inc.
73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to mharecruiting@mhaorangeny.com**