

DUTIES AND RESPONSIBILITIES
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CITY GENERAL SERVICES OFFICE – MOTORPOOL DIVISION

Plantilla Item No. 162 – Administrative Officer IV (Management and Audit Analyst II)

(SG 15)

- 1) Responsible for the over-all administrative function of the Motorpool Division;
- 2) Responsible in ordering spare parts and overseeing the operation of equipment's tools;
- 3) Incharge in the conduct of regular inventory of spare parts and equipment;
- 4) Coordinate with the mechanics and provide them with items they need;
- 5) Ensure monitoring and collation of daily repair reports of service vehicles and heavy equipment;
- 6) Perform other duties and responsibilities as may be assigned from time to time.