



City of Tempe

FLEET SERVICE WORKER II

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	076		<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Services		<i>Salary / Hourly Minimum:</i>	\$15.203365
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$20.524519
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Fleet Equipment Mechanic
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Fleet Service Worker series. Employees within this class are distinguished from the Service Worker I by the performance of the full range of duties as assigned including semi-skilled maintenance and servicing of City automobiles, trucks and equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

REPORTING RELATIONSHIPS

Receives general supervision from higher level supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One year of experience as a garage attendant including tire repair. Familiarity with a variety of automotive servicing functions, preferably including familiarity with heavy equipment and some routine systems diagnostic experience.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Possession of a valid Arizona Class A Commercial Driver’s License (CDL) within 6 months of hire. • Automotive Service Excellence (ASE) certification is preferred.
<i>Additional:</i>	Possession of a basic set of mechanic hand tools.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of semi-skilled work in the maintenance and servicing of City automobiles, trucks, construction and other items of equipment; and to assist automotive mechanics.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Inspect, dismount, patch, change, replace, rotate, mount, and balance tires and tubes on all classes of City vehicles; determine excessive or improper wear of tires inspected and serviced.
- Service all types of City equipment; change oil, air, fuel and hydraulic filters; lubricate chassis; test and replace batteries and alternators; test radiator, hoses and wiring for problems.
- Perform basic diagnostics and repairs on a wide variety of gasoline and diesel equipment and vehicles.
- Inspect City vehicles for potential equipment failure.
- Check entire braking system; replace faulty brakes.
- Make road calls to service disabled City vehicles.
- Maintain accurate records of all completed work; record parts and petroleum products used.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs.);
- Move heavy objects with forklift, dolly, etc. (moving pallets with various parts, cylinders, packets up to 1000 lbs.);
- Operate city vehicles;
- Operate city equipment (i.e. refuse truck, backhoe, boat, mowers, etc.);
- Use power tools (i.e. air, cordless and electrical power tools, etc.);
- Use tools (i.e. hand tools, wrenches, meters, scanners, etc. for repairing vehicles);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces (climb on various trucks from inside refuse bodies to being on top of trucks);
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time (standing, kneeling, sitting required when repairing vehicles);

- Operates computers, calculators and other office machines;
- Extensive reading and close vision work (reading repair information and wiring diagrams);
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective November 1988
Reviewed August 1992
Duty Update March 2001
Revised August 2002 - addition of CDL requirement
Revised September 2003 – addition of tool requirement
Revised April 2006
Revised March 2011 (added ASE certification is preferred)
Revised October 2013 (job title change)
Revised May 2017 (added physical/mental activities)
Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)