



City of Tempe

FLEET SERVICE WORKER I

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	065		<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Public Works		<i>Salary / Hourly Minimum:</i>	\$13.772115
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$18.592308
<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 entry level class in the Fleet Service Worker series. This class is distinguished from the higher level classes by the performance of the more routine tasks and duties assigned to positions within the series including basic vehicle servicing and maintenance. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

REPORTING RELATIONSHIPS

Receives immediate supervision from higher level supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Some experience as a garage attendant which provide familiarity with a variety of automotive servicing functions is desirable.
<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. • Automotive Service Excellence (ASE) certification is preferred.

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 routine semi-skilled work in the maintenance and servicing of City vehicles, apparatus and equipment.

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.
- Service all types of fire and City apparatus and equipment; change oil and air, fuel, oil and hydraulic filters; lubricate chassis.
- Test and replace batteries, radiator and all hoses.
- Check all belts for condition and tightness.
- Check entire braking system; replace faulty brakes.
- Check, change, replace tube, rotate, mount and balance tires.
- Clean shop and shop equipment.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised March 2011 (added ASE certification is preferred)

Revised October 2013 (job title change)