

Fleet Worker - City of Port Aransas, Texas

Job Title: Fleet Worker

Department: Division, Public Works

Reports To: Director of Public Works & Lead Mechanic

FLSA Status: Non-exempt

Prepared By: Director, Public Works

Salary/Grade: 12

Date: 3/2/2020

Approved By: David Parsons, City Manager

Approved Date:

Summary:

Under direct supervision, this position supports Fleet Maintenance through procurement of parts and tools, general housekeeping, porter duties, performing minor mechanical repairs and scheduled vehicle services, and assisting Technicians as needed.

Essential Functions:

Responsible for general inspection of vehicles and equipment, performs generalized preventative maintenance and automotive repair work, secures parts and supplies for fleet maintenance activities. Pick up and deliver vehicles for repair or warranty work.

Assist the Fleet Maintenance Mechanics by cleaning shop and service areas, maintaining safety standards, generalized repair/service activities, helps in cleaning work area, and maintenance of service tools and equipment.

Performs/assists in performance of routine service to include pumping fuel into vehicles/equipment, check fluid levels, change batteries, change fluids and filters, repair/replace and balance tires. Operate a variety of machinery and equipment, test/drive city vehicles and equipment to ensure proper operation.

The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervisory Responsibilities:

This position has no supervisory responsibility, either direct or indirect.

Necessary Skills, Knowledge and Abilities:

Must be able to operate and control a wide variety of equipment, machinery, tools, and vehicles

Must have knowledge of basic general mathematical calculations such as: addition, subtraction, multiplication and division

Must be able to read a map and determine most direct route to and from destination.

Must be able to perform skilled coordinated movements such as operating tools and motor vehicles, and operate a personal computer or other equipment as necessary to complete essential functions

Must be able to carry out instructions furnished in written, oral, or diagrammatic form.

Qualifications and Requirements:

High school diploma, (GED), supplemented with general knowledge of automotive and diesel technology. Obtain a Valid Commercial Texas Drivers License.

ADA Compliance:

Physical Ability: Tasks require the ability to exert heavy physical effort while performing heavy work with a great emphasis on stooping, kneeling, crouching, crawling, lifting, carrying, pushing and/or pulling of moderately heavy parts, equipment, tools and objects (10-50) pounds. Occasionally may involve weights up to 100 pounds.

Sensory Requirements: Some tasks require visual and hearing perception and oral communication abilities.

Environmental Factors: Tasks require exposure to extreme weather conditions, exposure to vibration, contact with fluids and gasses, and exposure to strong odors or smoke.

The City of Port Aransas is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the City of Port Aransas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.