

# GARAGE ATTENDANT

## Recruitment #1609-0830PD-002

**List Type** Transfer/Promotional

**Requesting Department** Milwaukee Police Department

**Open Date** 10/3/2016 5:00:00 PM

**Filing Deadline** 10/21/2016 11:59:00 PM

**HR Analyst** Jeff Harvey

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### PURPOSE

The Garage Attendant performs basic preventive mechanical maintenance of vehicles and safety checks on all MPD equipment as well as custodial and miscellaneous shop duties in the Milwaukee Police Department Facility Services Division-Fleet Unit.

### ESSENTIAL FUNCTIONS

- Checks, services and repairs vehicles including but not limited to washing, cleaning, tire changes, fluids, filters, batteries, lights, sirens, light bars, tires, wiper blades, grease, etc.
- Park or move vehicles and perform inspections including checking steering for play, brakes for sponginess, lights, hand brake, instruments, wiper blades and under vehicle safety inspection; record and report any defects.
- Maintain Police equipment and grounds including but not limited to lawncutting, sweeping driveways and approaches, snowblowing, shoveling and/or plowing, mounting and dismounting plows, installing tire chains, operating tenant sweeper, cleaning and making minor repairs to equipment, washing garage floors and perform custodial services in garage related areas.
- Perform speedometer certification test on department vehicles and keep records up-to-date.
- Perform fueling of all types of vehicles and equipment, making equipment ready for service.
- Lubricate vehicles and equipment; drivelines, steering systems and other systems, such as cart lifters, hoist linkages and hinges.

### CONDITIONS OF EMPLOYMENT

The person in this position must be willing and able to do the following:

- Work third shift.
- Work extended hours in inclement weather (i.e. snow emergencies) and work overtime hours as assigned.

## ***Garage Attendant (Milwaukee Police Department)***

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- Work every other weekend as scheduled. Successful candidates must provide basic hand tools needed to perform above tasks in a safe and efficient manner.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Minimum of six months of experience in an automotive repair establishment, or other related experience performing functions similar to those listed above.

*NOTE: Equivalent combinations of education and experience may also be considered.*

3. Valid Driver's license, a satisfactory driving record at the time of appointment and throughout employment. Driver's license number must be included on the application. Driving records will be checked.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of the operation, repair, maintenance, servicing vehicles and equipment.
- Knowledge of safe work procedures.
- Knowledge of the procedures, processes, methods, materials, tools, and equipment in the vehicle maintenance and repair field.
- Ability to operate and drive all types of vehicles in the department.
- Ability to lift, transport and/or move various pieces of mechanical equipment weighing up to 50 pounds while working alone.
- Ability to read and interpret work-related materials.
- Ability to communicate well and use computers efficiently.
- Ability to perform physically demanding tasks for long period of time.
- Familiarity with all operating parts, functioning, and care of all motor vehicle apparatus.
- Ability to stoop and bend.
- Ability to interact with the public.
- Ability to use hand tools.
- Ability to operate City equipment safely.
- Ability to solve problems.

### **CURRENT SALARY**

The current starting salary (PG 8DN) \$36,843 for City of Milwaukee residents and the non-resident starting salary is \$35,939 annually.

**SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

*Note: Candidates must pass a drug and medical test and a Milwaukee Police Department background investigation before hire.*

**INITIAL FILING DATE** The examination will be held as soon as practical after **October 21, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

*NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

*NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*