

GARAGE ATTENDANT

Recruitment #1503-0830PD-001

List Type Transfer/Promotional

Requesting Department DPW-OPS-FLEET OPS

Open Date 3/27/2015

Filing Deadline 4/17/2015 11:59:00 PM

HR Analyst Jeff Harvey

PURPOSE

The Garage Attendant performs basic preventive mechanical maintenance of vehicles and perform safety checks on all City equipment, and perform 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 check steering for play, brakes for sponginess, lights, hand brake, instruments, wiper blades, under vehicle safety inspection, and record and report any defects.
- Maintain Police equipment and grounds including but not limited to lawn cutting, sweeping driveways and approaches, snowblowing, shoveling and/or plowing, mounting and dismounting plows, installing tire chains, operate tenant sweeper, clean and make minor repairs to equipment, wash garage floors and perform custodial services in garage related areas.
- Perform speedometer certification test on department vehicles and keep records up-to-date on same.
- 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.

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.

CONDITIONS OF EMPLOYMENT

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

- Work extended hours in inclement weather (i.e. snow emergencies) and work overtime hours as assigned.
- Work every other weekend as scheduled.
- Successful candidates must provide basic hand tools needed to perform above tasks in a safe and efficient manner.

MINIMUM REQUIREMENTS

1. Current status a regularly appointed City of Milwaukee employee having passed probation for the current position held.
2. Minimum of six months of experience in an automotive repair establishment, or other related experience performing functions similar to those listed above.

Garage Attendant (DPW-Operations-Fleet)

- *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

SALARY (PG 8DN): The current starting salary for City of Milwaukee residents is \$36,843 annually. 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, 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: 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 and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.*