

VEHICLE SERVICES ASSISTANT

Recruitment #1509-0882PD-001

List Type Transfer/Promotional

Requesting Department Milwaukee Police Department

Open Date 10/24/2015

Filing Deadline 11/13/2015 11:59:00 PM

HR Analyst Jeff Harvey

INTRODUCTION

**** ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED ****

PURPOSE

Assists the Police Fleet Manager and Police Fleet Supervisor to ensure the Police Fleet is operating effectively. Maintain records and schedule activities associated with Fleet Services operations.

ESSENTIAL FUNCTIONS

- Assign, keep and maintain a current list of all police vehicles and related information.
- Assign and decommission vehicles as required.
- Work with WIDOT entities for emission testing, licensing, transfers and vehicle plates.
- Maintain a list of vehicles used for special programs.
- Maintain and document a list of police vehicles that require service.
- Maintain records of vehicles per district and by department.
- Order supplies to maintain a necessary stock of repair parts and fluids for department vehicles including anti-freeze, windshield washer fluid, tire chains, light bars, sirens, headlights, taillights, and fuses.
- Provide reports to supervisor on a regular basis regarding the current inventory and ordered items.
- Maintain and service Kojak lights, sirens, controllers and light bars.
- Maintain a list of all vehicles with special equipment.
- Assist with driving to drop-off or pick-up police officials when needed.
- Transport department vehicles to and from various locations.
- Verify weekly gas pump readings and complete required paperwork.
- Work with state inspectors and provide necessary paperwork to inspector for tank testing.
- Perform schedules for other Fleet Services equipment, schedule repairs with vendors and oversee other services such as recalls, oil change schedule, speedometer calibrations, car washes, and gasoline deliveries.
- Monitor and order all fuel for the entire Police Department.
- When necessary, perform all duties of subordinate personal other than the ones where police powers are necessary.

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. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held at time of appointment.
2. One year of experience at 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 Wisconsin driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of the operation, repair, maintenance, and servicing of 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.
- Knowledge of record keeping methods.
- Ability to read and interpret work rules, policies, procedures, and other work related materials.
- Ability to proficiently use Microsoft Office suite software programs to complete work (i.e. Access, Excel, Outlook and Word).
- Ability to manage records in a database to track inventory and order status.
- Familiarity with all operating parts, functioning, and care of all motor vehicle apparatus.
- Ability to stoop and bend.
- Ability to use hand tools.
- Ability to operate City equipment safely.
- Ability to lift, transport and/or move various pieces of mechanical equipment weighing up to 50 pounds while working alone.

CURRENT SALARY

The current starting salary (PG 8FN) is \$38,350 for City of Milwaukee residents. The non-resident starting salary is \$37,409 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: Candidates must pass a Milwaukee Police Department background investigation before hire.***
- ***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.***
- ***NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.***