



City of Tempe

FLEET SERVICE WORKER II

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	076	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Service Worker II
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Fleet Service Worker series. Employees within this class are distinguished from the Service Worker I by the performance of the full range of duties as assigned including semi-skilled maintenance and servicing of City automobiles, trucks and equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

REPORTING RELATIONSHIPS

Receives general supervision from higher level supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of experience as a garage attendant including tire repair. Familiarity with a variety of automotive servicing functions, preferably including familiarity with heavy equipment and some routine systems diagnostic experience.
<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"> ● Possession of a valid driver’s license. ● Possession of, or required to obtain within twelve (12) months of hire, a valid Class A Commercial Driver’s License (CDL) with a tanker endorsement. ● Automotive Service Excellence (ASE) certification is preferred.
<i>Additional:</i>	Possession of a basic set of mechanic hand tools at time of hire.

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 semi-skilled work in the maintenance and servicing of City automobiles, trucks, construction and other items of equipment; and to assist automotive mechanics.

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.

- Inspect, dismount, patch, change, replace, rotate, mount, and balance tires and tubes on all classes of City vehicles; determine excessive or improper wear of tires inspected and serviced.
- Service all types of City equipment; change oil, air, fuel and hydraulic filters; lubricate chassis; test and replace batteries and alternators; test radiator, hoses and wiring for problems.
- Perform basic diagnostics and repairs on a wide variety of gasoline and diesel equipment and vehicles.
- Inspect City vehicles for potential equipment failure.
- Check entire braking system; replace faulty brakes.
- Make road calls to service or repair disabled City vehicles.
- Maintain accurate records of all completed work; record parts and petroleum products used.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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

Reviewed August 1992

Update March 2001

Revised August 2002 - addition of CDL requirement

Revised September 2003 – addition of tool requirement

Revised April 2006

Revised March 2011 (added ASE certification is preferred)

Revised October 2013 (job title change)

Revised May 2017 (added physical/mental activities)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)

Revised February 2022 (update CDL requirement & new benchmark)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Fleet Service Worker II

Job Code: 076

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?	X	

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*			X	
Electrical*		X		
Power Tools*		X		
Hand Tools*			X	
Personal Protective Equipment*			X	
Computer Software				X
Fumes				X
Chemicals			X	

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water		X		
Extreme Heat			X	
Extreme Cold		X		
Office Setting		X		
Confined Spaces		X		
Excessive Noise**			X	
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

ENDURANCE				
Sit		X		
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- CDL License, Class A with tanker endorsement

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**