



# City of Tempe

## FLEET SERVICE WORKER I

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	065	<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 I
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

**DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Fleet Service Worker series. This class is distinguished from the higher level classes by the performance of the more routine tasks and duties assigned to positions within the series including basic vehicle servicing and maintenance. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**REPORTING RELATIONSHIPS**

Receives immediate supervision from higher level supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Experience as a garage attendant which provide familiarity with a variety of automotive servicing functions is preferred.
<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"> <li>• Possession of a valid driver’s license.</li> <li>• Automotive Service Excellence (ASE) certification is preferred.</li> </ul>

**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 routine semi-skilled work in the maintenance and servicing of City vehicles, apparatus and equipment.

**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.

- Service all types of fire and City apparatus and equipment; change oil and air, fuel, oil and hydraulic filters; lubricate chassis.
- Test and replace batteries, radiator and all hoses.
- Check all belts for condition and tightness.
- Check entire braking system; replace faulty brakes.
- Check, change, replace tube, rotate, mount and balance tires.
- Clean shop and shop equipment.
- 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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised March 2011 (added ASE certification is preferred)*  
*Revised October 2013 (job title change)*  
*Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)*  
*Revised February 2022 (new benchmark)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Fleet Service Worker I**

**Job Code: 065**

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
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)		X
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (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	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)		X
<b>No Special Vision Requirements</b>		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.

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

**\*\* Hearing test is required**