

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF150 Fleet Services Laborer
POSITION #/TITLE: 2230 Fleet Services Laborer	Adopted: 04-08 Revised: 03-16

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Fleet Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 16
Reports To Position #/Job Code #/JC Title: 2462/NB221/Garage Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Data Entry, Excel and Physical Qualifications
Personal Protective Equipment: Eye, Hand, Foot	

General Statement of Duties

Provides general labor and vehicle expediting services in the Fleet Services maintenance garages.

Distinguishing Features of the Class

Works under limited to direct supervision; work is highly prescribed and specific.

Examples of Essential Work (Illustrative Only)

Drives vehicles and equipment to and from vendor and customer locations, to and from City-owned garage locations;
 Services vehicles with fuel, oil and antifreeze, checks tires, etc.;
 Washes and cleans interiors and exteriors of vehicles and equipment;
 Maintain log of delivery times and schedules;
 Performs garage cleaning and organizing functions including cleaning and stocking storage areas and organizing supplies used in vehicle maintenance operations;
 Performs simple vehicle maintenance such as changing tires, checking and filling fluid levels;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of routine procedures used in performing service functions on automotive equipment;
 Skill in specified service procedures;
 Ability to operate the following equipment and tools: cars, trucks to 33,000 GVWR, service vehicles, mechanical hand tools; standard garage equipment, maintenance tools and equipment;
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
 Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires a minimum of one year experience in general maintenance work, including experience in automotive garage operations; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Ability to obtain CDL (Class B) within three months of employment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate equipment.