



JOB SPECIFICATION
FLEET SERVICE ASSISTANT

Code 18230
Grade GS 42

General Purpose

Under immediate supervision, service City vehicles.

Typical Duties:

Inspects, clean and refuel vehicles. Performs in shop or field repair, dismount and mount automotive, truck and heavy equipment and tires. Involves: Check incoming vehicle for defects, worn or broken parts or safety issues, and log defects, mileage and work performed on work order. Check and top-off fluid levels and air in tires. Refuel vehicles, monitor tank pressures and flow rates to ensure proper refueling. Steam clean engines, radiators and condensers, repair and change tires, oil and air filters and provide related service maintenance. Maintain accurate records of fuel dispensed and maintenance performed. Maintain cleanliness of shop, work area and tools. Ensure compliance with established time frames to complete servicing tasks. Observe safe work practices at all times. Perform Texas State Vehicle Inspections.

Perform related duties as required. Involves: Perform duties of coworkers as necessary to ensure continuity of operations during absences. Interact with supervisors, contract employees and coworkers and work as part of a team to accomplish tasks.

Knowledge, Skills, and Abilities

- Application of some knowledge of basic preventative maintenance practices, the proper use of tools and equipment, occupational hazards and safety practices applicable to vehicle servicing.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with supervisors, contact employees and coworkers.
- Safely operate City vehicles, equipment and tools and work in potentially hazardous areas, around moving equipment and in a variety of work areas.
- Express oneself clearly and concisely.

Other Job Characteristics

- Exposure to extreme weather conditions, physical harm, and dangerous chemicals/equipment.
- Mobility in a shop environment, lift and/or carry heavy or bulky items, materials or supplies weighing up to 50 pounds.
- Some positions must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and six (6) months of general work experience.

Licenses and Certificates: Some positions may require a Texas Class "C" or Texas Class "B" Commercial Driver's License or equivalent from another state.

Special Requirements: Positions requiring a CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations.