

AUTOMOTIVE SERVICE WORKER

CLASS DESCRIPTION

General Responsibilities:

This is routine manual and semi-skilled work in servicing motor vehicles and in coordinating the schedules of motor vehicle preventative maintenance program for the Madison Police Department. Reporting to supervisory personnel in the Special Services Section, work is performed independently and is subject to continuous and periodic review.

Examples of Duties and Responsibilities:

Coordinate routine and required service of fleet vehicles for the Madison Police Department. Coordinate the annual changeover of vehicles. Remove and replace squad-mounted rifles prior to and after vehicle service. Supply replacement vehicles to operators whose vehicles are being serviced.

Order replacement equipment and make minor purchases through purchase order and petty cash procedures. Provide information to the Police Department relative to vehicle purchasing. Register all new department vehicles with the DOT and maintain a current vehicle registration roster. Obtain gas cards, which are lost or unusable for both vehicles and personnel.

Account for where each vehicle is located once every day. Monitor the security and condition of vehicles in storage. Deliver and pick up the cars that are to be serviced. Deadline patrol squads, vans, parking monitor jeeps, and detective vehicles for scheduled service and preventative maintenance. Deliver the necessary vehicles to the proper City agency or private vendors for repair or service. Perform minor general servicing of vehicles including tire repair, fueling vehicles, and lubrication. Check and adjust equipment and accessories. Clean vehicles. Maintain supplies, such as ice scrapers and brooms, in vehicles. Make and replace vehicle keys as needed.

Monitor evidentiary vehicles stored at the Department's secure facility to assure that the vehicles are properly tagged. Coordinate the release of vehicles upon receipt of notification.

Maintain orderly maintenance records. Assist in accounting and clerical work relating to budgetary and preventative maintenance records and data.

Conduct general laboring and maintenance work such as cleaning the maintenance area.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Basic knowledge of motor vehicle maintenance and operations. Ability to schedule equipment for servicing. Ability to check equipment for mechanical defects. Ability to read service manuals and to apply needed equipment maintenance to City-owned vehicles. Ability to start vehicles and to engage in minor general servicing such as changing tires, maintaining oil and water levels, lubricating vehicles etc. Ability to prioritize assigned work responsibilities. Ability to understand and comply with Department and City regulations, policies and procedures. Ability to maintain confidential information. Ability to maintain a good working relationship with members of the Police Department, other City agencies, and the general public. Ability to communicate effectively, both orally and in writing. Ability to follow oral and written instructions. Ability to maintain accurate preventative maintenance records for the motor vehicles of the Police Department. Ability to operate a motor vehicle. Physical ability to get in and out of vehicles. Ability to work in adverse weather conditions. Ability to lift fifty pounds. Ability to maintain adequate attendance.

Training and Experience:

One year experience in automotive service supplemented by one year of vocational or trade school training. Directly related automotive service experience may be substituted for the vocational school training on a year for year basis. Such experience would normally be gained after graduation from high school or equivalent. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Necessary Special Qualifications:

Possession of a valid State of Wisconsin driver's license.

Department/Division	Comp. Group	Range
Police Department	16	08

Approved: _____
Brad Wirtz
Human Resources Director

Date