

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Paul Bruhnke  
Work Phone:
2. Class Title (i.e. payroll title):  
Automotive Service Worker
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:  
  
Work Phone:
5. Department, Division & Section:  
Police
6. Work Address:  
211 S Carroll St
7. Hours/Week: 40  
Start time: 0600 End time: 1400
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This is routine manual and semi-skilled work in the servicing of motor vehicles and in maintaining a vehicle preventive maintenance program for the Madison Police Department. Reporting to supervisory personnel in the Traffic and Specialized Services Section, work is performed independently and is subject to continuous and periodic review which generally requires basic vehicle troubleshooting and familiarity with routine car care.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 50% A. Accountable for a fleet of 231 vehicles
1. Account for where each vehicle is assigned
  2. Monitor the condition of the vehicle and coordinate vehicles that need servicing
  3. Deliver mark and unmarked police vehicles to the proper City Agency or private vendor for repair or service
  4. Remove fleet vehicles from service that are scheduled for routine maintenance

5. Supply replacement vehicles for vehicles that are being serviced

5% B. Registration of Vehicles

- 1. Facilitate the registration of vehicles with the Department of Transportation
- 2. Keep license plates and renewal stickers current
- 3. Obtain and install bar code stickers on squads for the CCB and Midtown parking structures

40% C. Annual Changeover of Vehicles

- 1. Propose which vehicles are to be kept in service and to whom the vehicles are assigned
- 2. Coordinate directly with IMAT for installation and maintenance of laptops, arbitrators and other equipment
- 3.
- 4.
- 5.

5% D. Coordinate loaner of out of town use vehicles with department personnel.

- 1.
- 2.
- 3.
- 4.
- 5.

% E.

- 1.
- 2.
- 3.
- 4.
- 5.

12. Primary knowledge, skills and abilities required:

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

Possession of a valid State of Wisconsin Drivers License

15. Physical requirements:

- Ability to get in and out of vehicles
- Ability to operate a motor vehicle
- Ability to lift 50 pounds
- Ability to work in adverse weather conditions

16. Supervision received (level and type):

17. Leadership Responsibilities:

- This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.