

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Deborah Binger

Work Phone: 608-245-3682

2. Class Title (i.e. payroll title):

Auto Maintenance Worker 3 (15/07)

3. Working Title (if any):

Fleet Maintenance Program Administrator

4. Name & Class of First-Line Supervisor:

Arthur Meyer / Fleet Service Program Manager

Work Phone: 608-246-4544

5. Department, Division & Section:

Public Works Department, Fleet Service Division

6. Work Address:

200 North First Street
Madison, WI 53704

7. Hours/Week: 40

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

This is a semi-skilled position requiring a wide variety of administrative responsibilities relative to the maintenance and repair of a very diverse fleet of vehicles and equipment. Work involves the set up of maintenance and master equipment files for assets from purchase to retirement. It requires the ability to research, analyze, develop, and maintain a complex hierarchy of preventative maintenance and service intervals for all assets. This information must then be input into Fleet and Fuel management software. Individual vehicle and maintenance information must also be maintained in a Library that includes all related vehicle manuals, reference catalogs and/or electronic media on all assets. The maintenance program also includes management of a fluid sampling program that includes shipping of fluid samples, analysis, review, recommendations and recording of sampling information. Facilitate removal and sale of retired assets as well as training and technical needs of Service Technicians, Operators, and Management. Work is performed under general supervision.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. Set up and Manage Master Equipment Files in Maintenance System
 1. Assign asset numbers, setup and remove equipment in system.
 2. Research vehicle and fluid specifications, maintenance intervals for chassis and body
 3. Research and add billing information cost, PO number and life of chassis and body.
 4. Research & add component specifications for major components in system for both chassis and body including make, model, and serial number of all major components.
 5. Research & add warranty information to system for chassis, body, and major components
 6. Create individual asset file with invoice, certificate of origin, registration, warranty information and vehicle specifications. Remove/archive file upon retirement/sale of asset

 - 10% B. Maintain vehicle information library
 1. Insure vehicles have operator manual for both chassis and body (if applicable)
 2. Document receipt of manuals from vendor and distribute to satellite shops and Parts Dept
 3. Create operator responsibility books for chassis and/or body when needed
 4. Maintain vehicle manual library and remove manuals upon retirement of asset.

 - 50% C. Set up and Manage Preventative Maintenance information and schedules
 1. Create PM interval W/detailed maintenance instructions (each PM level chassis & body)
 2. Create PM list for seasonal equipment and shop equipment
 3. Create weekly PM report, reviewing open work orders for PM in progress
 4. Determine fluid sampling and frequency on new vehicles then set up in system
 5. Send in fluid samples, monitor results making a determination if action is needed.

 - 5% D. Set up and Manage vehicle information in Ward Fueling System
 1. Create fuel keys for equipment not fueled at pumps.
 2. Obtain meter information and input manually in system
 3. Create employee fuel keys for non-DPW equipment fueling
 4. Troubleshoot fueling and preventative maintenance issues on non-pump fueled units.

 - 5% E. Facilitate annual replacement program with local Bobcat Dealer
 1. Coordinate replacement of units with Dealer and agencies
 2. Set up and remove assets in system.
 3. Set up PM intervals in system

12. Primary knowledge, skills and abilities required:

Working knowledge and familiarity with automobiles, trucks, construction equipment, or machinery. Knowledge of vehicle maintenance objectives. Knowledge of computer applications such as word processor, database, spreadsheet, and e-mail or related programs. Ability to collect and analyze information to be used for development, management, coordination, and implementation of maintenance and repair objectives. Ability to prepare effective narrative of maintenance requirements and procedures and communicate meaningful technical information to operators, staff, and management. Ability to gather and review information to provide statistical analysis when requested. Ability to develop and maintain effective recordkeeping systems and independently implement comprehensive maintenance programs and functions. Ability to use independent judgment and discretion in achievement of program objectives. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships and assist in resolution of operational problems. Ability to maintain adequate attendance. Ability to perform other job related duties as assigned.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

Possession of a valid driver's license and ability to operate a motor vehicle.

15. Physical requirements:

Ability to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time. Ability to enter and egress a variety of cars, trucks, machinery, and equipment. Ability to negotiate stairs several times per day.

16. Supervision received (level and type):

General Minimal

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

12/19/2016

DATE

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