CLASS TITLE: FLEET SERVICES ASSISTANT

CHARACTERISTICS OF THE CLASS

Under supervision, performs non-skilled and manual work in the routine maintenance and servicing of City vehicles and automotive equipment; provides auto maintenance services at a fuel station, and performs related duties as required.

ESSENTIAL DUTIES

Service Garage

• Changes engine oil, lubricates grease fittings and replaces oil, fuel, and emission filters on automobiles, trucks, tractors, and other automotive equipment.
• Checks vehicle equipment fluid levels (e.g., transmission, power steering, brake, wiper, engine coolant and hydraulic fluids) and replaces or refills as needed.
• Dispenses (e.g., gas, diesel) to fill vehicle fuel tanks and dispenses oil, windshield washer solvent, and antifreeze.
• Removes and replaces wheels/tires and secures spare tires on automotive and light duty vehicles.
• Checks tires for proper air pressure and wear.
• Pressure-washes motors and component housings in preparation for mechanical work.
• Rotates tires on vehicles to ensure full tire life expectancy.
• Power washes bodies, conveyor chains, and hoppers on salt trucks and related equipment.
• Applies license plates and affixes appropriate stickers and decals.
• Uses high pressure washers, de-greasers, and commercial cleaning solvents to clean garage facilities, including sweeping and washing floors to prevent safety and fire hazards.
• Washes, vacuums, and polishes vehicles.
• Updates and maintains computer records with information on vehicles serviced and work completed.

Fuel Station

• Maintains fuel station area clean and free of debris (e.g., cleans oil spoils, removes snow and ice) to minimize accidents and provide a safe environment.
• Assists drivers experiencing problems dispensing fuel; checks malfunctioning or inoperative fuel pumps; notifies appropriate personnel of downed pumps and needed repairs.
• Checks vehicles for fluid levels and dispenses oil, windshield washer solvent and antifreeze.
• Maintains a manual log of vehicles arriving at the fuel station; takes readings of compressed natural gas stored at fuel station multiple times a day as required; completes daily EPA vapor recovery forms documenting condition fuel pumps.
• Opens fuel tank for the refueling of pumps and takes required readings; check to make sure spill bucket is properly emptied.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.
MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Six months of automotive maintenance work experience in an automotive repair shop or car dealership; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- Must possess and maintain a valid State of Illinois drivers’ license

WORKING CONDITIONS

- Automotive service garage
- Work schedules include varying days off and shifts
- Unavoidable exposure to extreme temperatures and inclement weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy equipment)

EQUIPMENT

- Personal protective equipment (e.g., safety shoes, glasses, gloves)
- Testing and monitoring equipment
- Standard tools used in servicing automotive equipment (e.g., combination wrench, overhead pneumatic dispenser, cleaning solvents)

PHYSICAL REQUIREMENTS

- Moving and lifting (up to 50 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one’s body, arms, and/or legs
- Ability to operate applicable hand tools and power equipment
- Ability to operate operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:
- safety principles, methods, practices, and procedures used in vehicle maintenance facilities
- preventative maintenance practices and procedures used to service automobiles
- use of safety equipment and protective gear
- personal computer operations and applicable software

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Abilities
• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other Work Requirements
• INITIATIVE – Demonstrate willingness to take on job challenges
• STAMINA – Demonstrate energy and stamina to accomplish work tasks
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.
The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.
* May be required at entry.

City of Chicago
Department of Human Resources
Title Change: May, 2018