

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Fleet Support Technician	DEPARTMENT:	Public Works
REPORTS TO:	Fleet Supervisor	EXEMPT:	No
SALARY RANGE:	\$19.0269 - \$26.6377 / HR		

SUMMARY

Works for the Fleet Maintenance Department cleaning the maintenance facility, City vehicles, buses, and equipment. May also drive vehicles to town for service, make parts and supply runs, and assist fleet technicians performing service work.

SUPERVISION RECEIVED

Direction provided by Fleet Supervisor, Lead Fleet Technician, and Fleet Tech II (in the absence of the supervisor and Lead Tech).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Clean shop, tools, equipment, vehicles, buses, and grounds.
- Completes biohazard cleanings of law enforcement vehicles, which require full use of PPE and approved chemicals.
- Empty all trash cans inside and outside.
- Keep all shop equipment clean.
- Keep custodian closet clean: this includes floor, sink, and shelving.
- Keep both bathrooms clean and stocked; sterilize everything.
- Keep break room clean: sweep, mop, and vacuum make sure appliances are kept clean.
- Keep shop sinks clean and stocked.
- Sweep all floors and run floor scrubber at end of day. Keep offices clean: sweep and mop wipe down doors and walls, windows.
- Clean all lifts.
- Assist with cleaning and servicing the oil-burning heater in the shop.
- Assist Fleet Technicians by holding tools, lights, etc.
- Pressure wash concrete floor.
- Clean all ground-level windows and sills.
- Clean all shuttle bus signs at the shuttle bus stops within the City.
- Wipe down all doors, handles, and stair railing.
- Keep vehicle carwash clean.
- Use of cleaning and safety equipment.
- Performs washing, waxing, and detailing City vehicles, buses, and equipment.
- Prepares buses for daily use by cleaning and stocking supplies.
- May drive vehicles to town for service.
- May make parts and supply runs to town.
- Other related tasks and duties as assigned.
- May occasionally serve on call as required.

Ability to:

- Learn and understand the City's safety and loss regulations regarding safe work practices in the shop.
- Properly use and care for the shop equipment, hand tools, power tools, etc.
- Understand City personnel policies and procedures.
- Learn and acquire necessary knowledge and proper use of cleaning products for use in maintaining the shop, grounds, and equipment.
- Learn to utilize personal computers for word processing, spreadsheets, and other software programs used in a fleet environment.
- Understand and carry out oral and written instructions.
- Work independently in the absence of supervision.
- Present a professional, courteous, and competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Work for extended periods in all weather conditions.
- Complete the work of the Division in accordance with City policies and procedures.
- Learn automotive and diesel nomenclature and terms.
- Follow City's safety and loss regulations regarding safe work practices in the shop and on emergency calls etc.
- Use a personal computer for email operations.
- Perform other duties as assigned.

QUALIFICATIONS**Education and experience:**

- High School diploma or GED
- Previous custodial/shop experience preferred.

WORK ENVIRONMENT / PHYSICAL DEMANDS

Work is performed in an office, shop, or field environment with regular exposure to water, soaps, cleaning products, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, and vibration. This position requires strenuous physical work. The employee is regularly required to sit, stand, walk, talk, hear, see, use hands and fingers, reach with hands and arms, and climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and or move up to fifty (50) pounds. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the job duties of the job description.

Signature:_____ **Date:**_____