

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	05/13/2009
POSITION	FLEET FACILITY SPECIALIST	MIN. HOURLY WAGE	\$12.2703
DEPARTMENT	TRANSIT/FLEET (19-04-519)		
JOB CODE	43790	GRADE	G16

PHYSICAL LOCATION:

- Key West Department of Transportation.

REPORTING RESPONSIBILITIES:

- Fleet Manager or designee.

GENERAL FUNCTIONS:

- Primary responsibility includes assisting in minor repairs, maintenance, inspections, parts inventory tracking, work order data entry, cleaning and washing of city vehicles.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers, City Officials and the general public.
- Able to work a forty (40) hour work week and occasional overtime when necessary.
- Able to use equipment and or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to operate a motor vehicle.
- Computer literacy test required.
- Ability to lift 50 pounds unassisted and carry it up to 30 feet and up to 75 pounds assisted.
- Ability to perform data entry independently.
- Able to work outside in all types of weather.

EQUIPMENT TO BE USED:

- All mechanic tools, air compressor, fuel pumps and various chemicals.
- Computer systems/software
- AS400 system/HTE (preferred but not required).

ENVIRONMENT:

- Outside in all weather conditions.

PHYSICAL REQUIREMENT:

- 30% Standing
- 20% Sitting
- 15% Climbing
- 25% Bending
- 10% Reaching

DUTIES/TASKS/JOBS:

- Perform routine maintenance on all Fleet vehicles.
- Fueling and topping all fluids/oils.
- Inspect and repair tires.
- Track and secure parts/supply inventory
- Assist in work order data entry
- Pick up and deliver Fleet vehicles when required.
- Reports mechanical problems.
- Logs fuel pump and tank level readings and submits to Assistant Fleet Administrator daily.
- Coordinates with Fleet Manager on parts inventory ordering and tracking.
- Assists in work order data entry and coordination with Transit Operations staff.
- Cleans and washes inside and out of all buses and city fleet vehicles as directed.
- Assists mechanics in repair and inspection work as directed.
- Follow all safety rules and regulations of Transit/Fleet facility.
- Maintain cleanliness of garage and routine yard maintenance to ensure safe working environment.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/QUALIFICATIONS:

- Mechanical experience required.
- Ability to read and complete maintenance forms in English.
- Demonstrated ability to get along and work well with fellow employees, supervisors and public.
- Knowledge of two-way radio operation.
- Computer proficiency and experience with basic software systems (word processing, spreadsheets, etc.).
- High school graduate of relevant vocational experience.
- Valid Florida C.D.L. license preferred, operator's license required.
- Ability to read and write English, being able to prepare reports and log book.

“Safety Sensitive” Job position requirements of the Omnibus Transportation Act, effective January, 1996

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION, VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West, FL 33040
Office Telephone: (305) 809-3714**