

# MAINTENANCE ASSISTANT

## Recruitment #2402-0928DC-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	2/16/2024
Filing Deadline	3/8//2024
HR Analyst	Jamie Heberer

### INTRODUCTION

**Consider this great opportunity to become part of the Milwaukee Police Department (MPD) team that ensures that MPD's fleet and shop are maintained in tip-top shape!**

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed charm with a breathtaking art museum, top-flight cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

### PURPOSE

**Under the direction of the Police Fleet Supervisor, the Maintenance Assistant performs basic preventive mechanical and electrical maintenance of vehicles, conducts safety checks on City equipment, and performs custodial and miscellaneous shop duties in the MPD Facility Services Division-Fleet Unit.**

### ESSENTIAL FUNCTIONS

#### Technical and Field Support

- Check, service, and repair vehicles, including washing and cleaning them and changing tires, fluids, filters, batteries, lights, sirens, light bars, tires, wiper blades, and grease.
- Park or move vehicles and perform inspections, including checking steering, brakes, lights, hand brakes, instruments, and wiper blades; perform under-vehicle safety inspections; and record and report any defects.
- Maintain police equipment and grounds, including cutting lawns; sweeping driveways and approaches; blowing, snow plowing, and salting MPD facilities using a plow truck; shoveling snow; mounting and dismounting plows; installing tire chains; operating sweepers; cleaning and making minor repairs to equipment; washing garage floors; and performing custodial services in departmental facilities.

#### Front Office and Recordkeeping Duties

- Perform front office duties, including driving and making keys and gas cards.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

### **The Maintenance Assistant must be willing and able to do the following:**

- Work alternate weekends and holidays to provide coverage seven days a week.
- Work extended hours in inclement weather, such as during snow emergencies, and work overtime hours as assigned.
- Walk and climb stairs; work around fumes, oil, and dust; and work outdoors in variable weather conditions.
- Perform moderate physical labor, moving various pieces of equipment weighing up to 50 lbs. unassisted; transferring objects weighing 10-20 lbs. frequently; stooping and bending; and performing tasks that require repetitive motion, such as shoveling snow.

**NOTE: The selected candidate must pass a Milwaukee Police Department background investigation before hire.**

## MINIMUM REQUIREMENTS

1. Six months of experience working in an automotive or commercial equipment repair establishment performing duties such as minor repairs.
2. Valid driver's license at time of appointment and throughout employment. (Driving records will be checked).

*Equivalent combinations of training and experience may also be considered.*

**NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.**

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### **Technical**

- Knowledge of the procedures, processes, methods, materials, tools, and equipment used in vehicle maintenance and repair.
- Knowledge of motor vehicle mechanical and electrical systems; ability to troubleshoot mechanical problems.
- Ability to learn and use job-specific computer programs.
- Knowledge of safe work procedures and the ability to use hand tools in a safe manner.
- Ability to safely operate and drive all types of departmental vehicles.
- Manual dexterity to fix equipment.
- Ability to see clearly to monitor gauges, dials, and other indicators to make sure equipment is working properly.
- Ability to read and understand work-related documents such as manuals, policies, and procedures.

### **Interpersonal and Judgment**

- Customer service skills to positively interact with people from all levels of the organization.
- Organizational skills and the ability to maintain accurate, detailed work and maintenance records.
- Honesty and ability to safeguard all departmental property.
- Ability to perform duties in a competent, dependable, and courteous manner.

- Ability to work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.

## CURRENT SALARY

**The current starting salary (Pay Range 8CN) is \$50,987-\$58,151 annually, and the resident incentive salary range for City of Milwaukee residents is \$51,634-\$59,896 annually.**

**The City of Milwaukee provides a comprehensive benefit program that includes the following:**

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

**For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.**

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The selection process will be held as soon as practical after the deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL).
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).

- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 805*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*