

GARAGE ATTENDANT

Recruitment #1903-0830PD-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	4/19/2019 08:00:00 AM
Filing Deadline	5/10/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

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 old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

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

ESSENTIAL FUNCTIONS

- 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 department facilities.
- Perform speedometer certification tests on departmental vehicles, and keep related records up-to-date.
- Perform front office duties as assigned, including performing driver duties and making keys and gas cards.

Reasonable accommodations requested by qualified individuals with disabilities will be made 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 Garage Attendant must be 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 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.
- The selected candidate must provide basic hand tools needed to perform above tasks in a safe and efficient manner.

MINIMUM REQUIREMENTS

1. Six months of experience working in an automotive or commercial equipment repair establishment performing duties related to the essential functions above.
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.

IMPORTANT NOTE: *To receive credit for technical education, transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the school's name, the degree or certification completed, and the completion date.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- 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.
- 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 vehicles in the department.
- Manual dexterity to be able 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.
- Customer service skills to be able to positively interact with all levels of the organization.
- Ability to keep accurate records of vehicle maintenance.
- Honesty and ability to safeguard all departmental property.

CURRENT SALARY

The current starting salary (Pay Range 8DN) for City of Milwaukee residents is \$36,843 annually, and the non-resident starting salary is \$35,939.

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
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 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/Benefits2019#.XBrlQE2ot6A>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **Friday, May 10, 2019**. 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 examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

*** NOTE: A chosen candidate must pass a Milwaukee Police Department background investigation as well as a pre-employment drug screen and physical examination before hire. ***

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at 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.