



Town of Oro Valley Classification Description

Title: **FLEET ATTENDANT**

Job Code: 3708

FLSA Status: Non-Exempt

Department: Public Works

Salary Grade: 101

POSITION SUMMARY:

Under the direction of the Fleet Maintenance Supervisor this position is responsible for assisting in the delivery of the Town's fleet maintenance program. Provides maintenance for shop, yard and fuel islands; transports vehicles; assists with vehicle in-take and disposal and provides minor vehicle servicing.

ESSENTIAL JOB FUNCTIONS:

- A. Delivers and picks up vehicles from local maintenance/repair facilities.
- B. Refuels departmental vehicles, maintains tire pressures, checks/refills vital fluids, washes and vacuums vehicles.
- C. Performs operator level maintenance.
- D. Maintains electronic vehicle maintenance logs.
- E. Maintains shop, yard and fuel islands by dumping trash, cleaning fluid spills, restocking containment and abatement supplies and disposing of used material following appropriate hazard materials instruction.
- F. Performs weekly manual fuel tank stick measurements, adds and removes vehicle decals, inspects/transport/washes and fuels vehicles. Retrieves parts and maintains information on computer.
- G. Maintains regular and reliable attendance.
- H. Other duties as assigned related to fleet operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of light vehicle maintenance.
- Ability to maintain vehicles for safe operation.
- Ability to follow verbal and written instructions.
- Ability to perform tasks requiring heavy physical effort, occasionally in inclement weather.
- Ability to work in a safe and efficient manner and maintain safe working conditions.
- Skill in computer operation, data entry, and use of modern office equipment.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- One year light automotive maintenance and driving experience.
- Valid Arizona driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an outdoor environment.

SPECIAL REQUIREMENTS:

- This position is considered Safety Sensitive position and is subject to Drug and Alcohol testing as required by FTA CFR 49.