

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Fleet Services Technician - Police	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Police Department	<b>JOB NO:</b>	9550
<b>DIVISION:</b>	Services Bureau - Professional Standards	<b>DATE:</b>	05/09/2018
<b>REPORTS TO:</b>	Supervisor, Fleet Operations	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Part-time	<b>COST CENTER:</b>	211
<b>REPLACES:</b>	Fleet Services Attendant - Police	<b>LAST REVISED DATE:</b>	04/28/2016

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**JOB SUMMARY STATEMENT:** Transports vehicles to vendors for repairs and/or scheduled maintenance. Tracks vehicle maintenance progress and returns vehicles to service upon completion of repairs. Obtains collision repair estimates. Performs minor mechanical repairs to vehicles.

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**DUTIES AND RESPONSIBILITIES:**

1. Transports vehicles to vendors for repairs and/or scheduled maintenance. Tracks vehicle maintenance progress and returns vehicles to service upon completion of repairs. Verbally reports maintenance information to the Administrative Clerk.
2. Collects vehicle maintenance requests from supervisor and coordinates appropriate repair facility for the Police Department fleet and other city vehicles. Obtains body damage and repair estimates for review by supervisor.
3. Performs minor mechanical repairs to vehicles.
4. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
5. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

**GENERAL QUALIFICATIONS**

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**EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

- Basic education or equivalent experience.
- Possession of an appropriate valid driver's license.
- Must maintain an insurable driving record.
- Must successfully pass polygraph exam and police background check prior to employment.

**EXPERIENCE:**

- One year customer service experience.
- Mechanical knowledge of automotive repairs preferred.

**SKILLS:**

- Attention to detail.
- Human relations/interpersonal skills.
- Ability to analyze information and interpret data when dealing with vehicle maintenance.
- Organizational skills.
- Time management skills.
- Good oral communication skills.

**MENTAL REQUIREMENTS:**

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to work in a hectic environment with many interruptions.
- Alpha and numeric recognition.

**PHYSICAL REQUIREMENTS:**

- Ability to make and receive phone calls.
- Ability to distinguish smells.
- Ability to operate City vehicles.
- Ability to operate basic office equipment such as copier, telephone, fax machine.
- Ability to operate in-car and portable police radio.
- Ability to operate power and/or hand tools (screwdriver, wrench, hammer, drill).
- Exposure to chemicals and vehicle exhaust fumes.
- Exposure to extreme temperatures.

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

ACTIVITY	DURATION	DESCRIPTION
Standing	Freq. - Const.	even and uneven surfaces
Walking	Freq. - Const.	even and uneven surfaces
Sitting	Freq. - Const.	motor vehicle operation
Driving	Occasional	motor vehicle operation; automatic transmission
Bending	Occasional	retrieving items
Stooping	Occasional	retrieving items
Twisting	Occasional	retrieving items
Kneeling	Occasional	motor vehicle maintenance requirement
Squatting	Occasional	motor vehicle maintenance requirement
Crawling	Not Required	
Stairs	Occasional	retrieving items
Ladders	Not Required	

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
battery pack	15-18 lbs.	floor to waist	variable	occasional	one or two hand lift
misc. small items	0-10 lbs.	floor to waist	variable	occasional	one or two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
battery pack	15-18 lbs.	up to 75 ft.	variable	occasional	one or two hand lift
misc. small items	0-10 lbs.	up to 75 ft.	variable	occasional	one or two hand lift

PUSHING	FORCE	FRQUENCY/DUR	DESCRIPTION
misc. vehicle doors	< 10 lbs.	occ. - frequent	one or two hand push

PULLING	FORCE	FRQUENCY/DUR	DESCRIPTION
misc. vehicle doors	< 10 lbs.	occ. - frequent	one or two hand push

REACHING	DURATION	DESCRIPTION
Below Knee Height	occasional	misc. tasks require reaching
Below Waist Height	occasional	misc. tasks require reaching
Forward > 2 Feet	occasional	misc. tasks require reaching
Above Shoulder Height	occasional	misc. tasks require reaching
Lateral Reach	occasional	misc. tasks require reaching

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	multiple tasks require gripping
Pinching	frequent	multiple tasks require pinching
Wrist Flexion & Extension	frequent	multiple tasks require wrist positions
Wrist Lateral Deviations	frequent	multiple tasks require wrist positions
Pronation & Supination	frequent	multiple tasks require wrist positions

\* Ability to visually distinguish between primary colors required for color coding of items within police department.