

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Shop Attendant	GRADE:	00
DEPARTMENT:	Public Works	JOB NO:	8020
DIVISION:	Public Works Maintenance	DATE:	2/24/02
REPORTS TO:	Superintendent, Equipment Maintenance	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 330

REPLACES: _____ **DATE:** _____

JOB SUMMARY STATEMENT:

Washes equipment/vehicles. Maintains and makes minor repairs to automated and hand car wash. Shuttles vehicles to and from vendors for repairs. Performs miscellaneous janitorial duties. Shovels sidewalks for snow as required.

DUTIES AND RESPONSIBILITIES:

1. Washes equipment/vehicles as required for maintenance and general upkeep.
2. Maintains the automated and hand car wash including vacuum. This includes daily checks of operation and clean-up, weekly preventive maintenance of air compressor, weekly clean out of vacuum, and monthly preventive maintenance of automated wash system.
3. Checks fuel islands and restroom daily for trash, oil dry, towel, fluids, etc.
4. Makes minor repairs to car wash and arranges with vendors to make complex repairs to car wash.
5. Shuttles vehicles to and from vendors for repairs, oil changes, etc. as required.
6. Performs miscellaneous duties within the shop as required such as emptying trash, sweeping, etc.
7. Weekly collects the recyclable paper and takes it to City Hall.
8. Weekly checks on status of janitor supplies, pick up supplies at City Hall, and restocks shelves.
9. Weekly checks tunnel at 85th and Farley for graffiti and picks up and disposes of trash.
10. Arranges with vendors to replenish soap, etc for automated car wash.
11. Shovels sidewalks for snow as required.
12. Other miscellaneous duties as required.
13. 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.
14. 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.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

Title: Shop Attendant
Cost Center: 330
Date: 2/24/02
Page 2

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education (high school or GED) and Class B CDL or ability to acquire one within 60 day of hire.

EXPERIENCE:

None

SKILLS:

1. Manual dexterity
2. Good listening skills
3. Good oral communication skills
4. Mechanical skills

MENTAL REQUIREMENTS:

1. Ability to work under distracting conditions.
2. Ability to understand and carry out written or oral instructions
3. Mechanical aptitude
4. Alpha/numeric recognition
5. Sound judgement
6. Ability to work independently

PHYSICAL REQUIREMENTS:

1. Ability to lift 25 lbs. and transport 10 feet
2. Work with cleaning chemicals
3. Bend, lift, push, pull, kneel, crawl, stoop
4. Hand, eye, and body coordination adequate to operate trucks safely and effectively.
5. Ability to distinguish colors
6. Exposure to weather or temperature extremes
7. Exposure to vehicle noises and fumes
8. Ability to distinguish smells

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.