



FLEET ASSISTANT
FLSA: Non-Exempt
Grade 16 \$29,798.32- \$47,677.31

GENERAL DEFINITION

Employees in this classification assist with all aspects of work in the City's Fleet Division as directed. Work areas include cleaning and sanitation of refuse collection vehicles and equipment and retrieval of parts and components for fleet service and repairs. Employees in this classification also assist with fleet service and repair jobs within the scope of knowledge and abilities.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Cleans and sanitizes refuse collection vehicles and other fleet equipment maintained by the City for City operations.
- Performs parts and components retrieval for maintenance, repair, and service of City fleet.
- Performs deliver and pickup of vehicles as directed.
- Performs errands as directed by City Administration.
- Performs general facilities maintenance tasks, e.g., sweeping, cleaning, emptying trash.
- Assists Mechanic staff as directed within the scope of knowledge and abilities.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of safety rules and requirements.
- Ability to understand and follow oral and written instructions.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent with demonstrated safe driving record. Must hold a State of Florida Driver's License.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.

- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Ability to hear.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude

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individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date