

**Kenton County
Public Works**

**Compensation: Hourly
Exemption Status: Non-exempt
Exemption Type: N/A**

FLEET SERVICES CO-OP

GENERAL NATURE OF WORK

Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.

This is semi-skilled, unskilled, and trainee level work in the maintenance of heavy and light automotive, emergency, and construction equipment. An employee in this class is responsible for assisting Fleet Services Technicians with inspecting the condition of a variety of equipment and vehicles and for restoring and maintaining such equipment in working order. Duties are performed under standard supervision. Reports to the Fleet Services Supervisor.

TERM OF EMPLOYMENT

Duration of employment in this classification shall not exceed six (6) months per appointment.

EXAMPLES OF DUTIES

Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.

Assists Fleet Services Technicians with performing diagnostic analysis to maintain and/or repair a wide variety of construction equipment, small equipment and motor vehicles; repairs, adjusts and services same to ensure service reliability. Assists Technicians to diagnose/repair automotive air conditioning systems, electrical systems, external engine, external transmission, differential, Air and hydraulic brake systems, steering and suspension systems, and other related mechanisms. Assists in the performance of small engine/equipment repairs along with routine maintenance. Assists with the Repair/Replacement of automotive tires, light truck tires; repair equipment/small equipment tires where possible. Trains to weld and perform light fabrication work where necessary, under the supervision of Technicians and/or Supervisor. Maintains shop facilities and tools in good working order; cleans garage, tools and equipment used in performance of duties. Assists in acquiring parts and materials to be used or stocked, following established procedures; accounts for all parts used in an electronic work order system. Participates in the department's training and safety programs. May assist in making service calls on location as needed. Performs additional duties as assigned.

DESIRABLE TRAINING AND EXPERIENCE

High school graduate or GED.

Ability get along with others in the work place or crew and to respect their rights as individuals. Ability to communicate verbally with individuals; ability to comprehend simple verbal orders and to perform the directed task. Ability to read and understand written electronic work orders. Ability to utilize a computer to navigate diagnostic/repair information. Ability to utilize an electronic work order system to accurately record and track resources used toward repairs. Ability to read and/or view training materials and safety information and to comprehend same. Knowledge of safe work practices and ability to apply them in work day situations. Introductory knowledge of the equipment and tools used to perform or assist with required daily work operations. Ability to work effectively on a daily basis with standard supervision.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age. Must possess a valid driver's license prior to appointment in this classification.

Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s), or other credentials.

Upon appointment, employees in this class shall be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status shall be necessary for the length of time in this class. Applicants and employees in this job title shall be required to submit to a drug screening test and background check.

PHYSICAL REQUIREMENTS

Must be able to lift (80) pounds or more to a height of four (4) feet or more. Must have the ability to work on vehicles and equipment in an overhead position for extended periods of time.

Must be able to work extended periods of time using heavy duty powered/standard hand tools and tire changing equipment.

Must be able to work extended hours in weather conditions which may range from extreme heat to extreme cold and which frequently may be inclement.

Must be able to sit, stand, bend, walk, and utilize a creeper-style tool for extended periods of time.

Eye sight must correctable to 20/20 vision.

Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including essential functions. The descriptions is not to be construed as an exhaustive, all-inclusive statement of job duties, requirements, or responsibilities.

Employee Signature

Date

Supervisor

Date