



**Code: 7160**

Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: River, Harbor, and Transportation  
Series: Automotive Transportation

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## **CLASS TITLE: FLEET SERVICES ASSISTANT**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs non-skilled and manual work in the routine maintenance and servicing of City vehicles and automotive equipment; provides auto maintenance services at a fuel station, and performs related duties as required

### **ESSENTIAL DUTIES**

#### **Service Garage**

- Changes engine oil, lubricates grease fittings and replaces oil, fuel, and emission filters on automobiles, trucks, tractors, and other automotive equipment
- Checks vehicle equipment fluid levels (e.g. transmission, power steering, brake, wiper, engine coolant and hydraulic fluids) and replaces or refills as needed
- Dispenses (e.g. gas, diesel) to fill vehicle fuel tanks and dispenses oil, windshield washer solvent, and antifreeze
- Removes and replaces wheels/tires and secures spare tires on automotive and light duty vehicles
- Checks tires for proper air pressure and wear
- Pressure-washes motors and component housings in preparation for mechanical work
- Rotates tires on vehicles to ensure full tire life expectancy
- Power washes bodies, conveyor chains, and hoppers on salt trucks and related equipment
- Applies license plates and affixes appropriate stickers and decals
- Uses high pressure washers, de-greasers, and commercial cleaning solvents to clean garage facilities, including sweeping and washing floors to prevent safety and fire hazards
- Washes, vacuums, and polishes vehicles
- Updates and maintains computer records with information on vehicles serviced and work completed

#### **Fuel Station**

- Maintains fuel station area clean and free of debris (e.g. cleans oil spills, removes snow and ice) to minimize accidents and provide a safe environment
- Assists drivers experiencing problems dispensing fuel; checks malfunctioning or inoperable fuel pumps; notifies appropriate personnel of downed pumps and needed repairs
- Checks vehicles for fluid levels and dispenses oil, windshield washer solvent and antifreeze
- Maintains of manual log of vehicles arriving at the fuel station; takes readings of compressed natural gas stored at fuel station multiple times a day as required; completes daily EPA vapor recovery forms documenting condition fuel pumps
- Opens fuel tank for the refueling of pumps and takes required readings; check to make sure spill bucket is properly emptied

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

- Six months of automotive maintenance work experience in an automotive repair shop or car dealership; or an equivalent combination of education, training, and experience

### Licensure, Certification, or Other Qualifications

- Must possess and maintain a valid State of Illinois drivers' license

## WORKING CONDITIONS

- Automotive service garage
- Work schedules include varying days off and shifts
- Unavoidable exposure to extreme temperatures and inclement weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy equipment)

## EQUIPMENT

- Personal protective equipment (e.g., safety shoes, glasses, gloves)
- Testing and monitoring equipment
- Standard tools used in servicing automotive equipment (e.g., combination wrench, overhead pneumatic dispenser, cleaning solvents)

## PHYSICAL REQUIREMENTS

- Moving and lifting (up to 50 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to operate applicable hand tools and power equipment
- Ability to operate a personal computer and related equipment

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Some knowledge of:

- safety principles, methods, practices, and procedures used in vehicle maintenance facilities
- preventative maintenance practices and procedures used to service automobiles
- use of safety equipment and protective gear
- personal computer operations and applicable software

Knowledge of applicable City and department policies, procedures, rules, and regulations

### Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

**Other Work Requirements**

- INITIATIVE – Demonstrate willingness to take on job challenges
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

Title Change: May, 2018