

# VEHICLE SERVICES TECHNICIAN I

Recruitment #1612-0800DC-002

**List Type** Original-Continuing

**Requesting Department** DPW-OPS-FLEET SERVICES

**Open Date** 12/5/2016 5:00:00 PM

**Filing Deadline** Continuous

**HR Analyst** Nola Nelson

## **Introduction**

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work.

*The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

## **Purpose**

Vehicle Services Technicians inspect, maintain, and repair operating systems for a variety of automobiles, light trucks, vans, heavy trucks and equipment, and other miscellaneous City-owned equipment.

## **Essential Functions**

- Perform simple to complex maintenance and repair of major automotive operating systems, including steering, suspension, heating, cooling, exhaust, emission control, transmission, fuel, brake, hydraulic, electrical, electronic, and computer-controlled systems.
- Repair different engine types, including gasoline, diesel, propane and alternative fuel.
- Conduct routine service such as lubricating steering, suspension and other components, changing oil and fluids, and performing inspections for safety and operational fitness.
- Take repair orders and work independently or in consultation with shop employees, drivers, or supervisors to diagnose the source of problems related to equipment malfunctions, and make appropriate repairs.
- Perform general computer input and use related manuals, diagnostic equipment, and various work tools.
- Test drive vehicles and test operational fitness of other equipment.
- Perform heating and cutting operations with a torch, and minor welding as needed.
- Perform minor vehicle body repair work and touch-up painting.
- Perform services as needed during emergencies, such as snow and ice control operations.

## **Conditions of Employment**

- Candidates must provide standard industry tools needed to perform job in a safe and efficient manner.

*Note: This position is subject to U.S. Department of Transportation Regulations on Drug and Alcohol Testing, including the required release of drug and alcohol tests conducted by previous employers within two years preceding appointment, and random drug and alcohol testing throughout employment with the City of Milwaukee.*

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **Minimum Requirements**

1. Three years of experience in repairing and overhauling automotive equipment;

**OR** An Associate's degree in Automotive Technology from an accredited two-year college or technical school AND one year of experience in the maintenance and repair of automotive equipment.

**OR** A one-year certificate in Automotive Technology from an accredited college or technical school AND two years of experience in the maintenance and repair of automotive equipment.

*IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

*Equivalent combinations of education and experience may also be considered.*

2. Valid Wisconsin's driver's license at time of application. Satisfactory driving record at time of application and throughout employment is required. *Driver's license number must be put on the application.*

3. A valid Commercial Driver's License (CDL), minimum Class B with air brakes, within 6 months of appointment and throughout employment.

## **Desirable Qualifications**

- Automotive Service Excellence (ASE) Master Certification, and/or certifications in Diesel Engines, Brakes, and Electrical/Electronic Systems are highly desirable.

## **Knowledges, Skills, Abilities & Other Characteristics**

- Possess a high degree of skill in the maintenance and repair of automotive vehicles and equipment.

## ***Vehicle Services Technician I (DPW-Operations-Fleet Services)***

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- Ability to diagnose mechanical failures and defects with or without use of diagnostic equipment.
- Ability to use hand tools and mechanical tools associated with automotive repair and municipal equipment repair.
- Ability to completely overhaul automotive equipment.
- Ability to read and interpret service, repair and parts manuals in a hard copy format and in digital format.
- Ability to repair and replace automotive or municipal equipment parts and components.
- Ability to utilize applicable computer hardware and software.
- Ability to lift and move objects weighing up to 50 pounds.

### **Current Salary**

The current starting salary (PG 7EN) for City of Milwaukee residents is \$42,367 annually and the non-resident salary is \$41,328 annually. Appointment up to \$45,096 is possible depending on candidate credentials.

### **Selection Process**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

*NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*

**This is a continuous recruitment.** Applications will be accepted and interviews held during 2017 as often as required to meet the needs of the City. Qualified applicants will be notified by email of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee. Employment may be possible immediately following the examination if positions are vacant at that time. The names of successful candidates will be placed on the eligible list in a rank determined by the final grade without reference to the date of the examination.