



# NON-SWORN MEMBER VACANCY

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:**

**JOB VACANCY MEMORANDUM NO.**

**TITLE:** Fleet Operations Technician I, Automotive Servicer

**ELEMENT OF ASSIGNMENT:** Fleet Operations Unit

**PAY RANGE:** 12

**STARTING MONTHLY SALARY:** \$2,695

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:**

## **REQUIREMENTS:**

**Job Objectives:** (Purpose of the position.)

To provide basic preventive maintenance and minor repair services for department vehicles to include the operation of towing department vehicles and emergency roadside service.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Service and repair department vehicles; may include tasks such as under hood fluid checks, 14 point safety inspection, lube, filter, oil change, minor electrical repairs and tire repairs.
2. Respond to service calls, such as parts runs, tow calls, flat tire calls, jump-starts, and gas delivery; involves use of street guides and city maps.
3. Perform clerical support tasks requiring written communication skills; such as completing gas and A Service sheets, inventory list, and tire replacement tags.
4. Provide maintenance for gasoline pumps, service/shop equipment and related auxiliaries.
5. Perform station janitorial work, such as cleaning the garage, office, and rest rooms.
6. Perform related duties as required.

7. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, weekends and/or holidays.
8. Must have the ability to perform work duties in extreme heat and cold temperatures.
9. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA)

**Job Standards: (Minimum qualifications needed to perform essential functions.)**

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent, and a current valid driver's license.

Must obtain a Missouri State Inspectors Permit within one (1) year of hire date.

Physical Requirements: Standing for prolonged periods, bending, kneeling, climbing, pulling, pushing, and hand dexterity to make necessary repairs. Position requires very heavy lifting (over 50 pounds) approximately 5% of the time, and heavy lifting (20 to 50 pounds) approximately 15% of the time.

**Job Location: (Place where work is performed.)**

Position operates in a service garage; will operate motor vehicles approximately 10% of the time in all weather conditions.

**Equipment: (Machines, devices, tools, etc., used in job performance.)**

- Towing equipment
- Service truck and on board equipment (air compressor)
- Miscellaneous service station tools and equipment
- Pneumatic wrenches and impact

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Mark Crawford, Assistant Manger, Fleet Operations Unit.**

Outside applicants – Go to <https://careers.kcpd.org> and complete an on-line application. Questions; please contact [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org).

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, post-offer physical examination and routine drug screen.

*Captain Edward Lamport*

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Commander, Employment Unit