



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: November 10, 2022

JOB VACANCY MEMORANDUM NO. 22-23 EXTENDED

TITLE: Fleet Operations Technician II, Automotive Body Mechanic

ELEMENT OF ASSIGNMENT: Fleet Operations Unit/Logistical Support Division

PAY RANGE: 16

STARTING MONTHLY SALARY: \$3,551

VACANCY STATUS: Vacant

EXPIRATION DATE: November 28, 2022

REQUIREMENTS:

To provide body repair and reconstruction for departmental vehicles and all other department automotive equipment.

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

1. Perform vehicle body repair, such as straightening and/or replacing frame, rails and metal panels, repairing fiberglass and composite panels, repairing frames, replacing plastic and rubber, glass installation, and welding.
2. Paint vehicles; involving surface preparation, priming, and color application.
3. Test drive vehicles to check repairs.
4. Perform clerical support tasks, such as making cost estimates, and preparing lists for parts and supplies to be ordered.
5. Perform routine cleaning of garage work area and department vehicles.
6. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, weekends and/or holidays.
7. Must have the ability to perform work duties in extreme heat and cold temperatures.
8. Perform related duties as required.

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, with a minimum of three years' experience in a full service body repair facility or completion of a certified technical course on vehicle body repair.

Physical Requirements: Very heavy lifting (over 50 pounds) is required occasionally; heavy lifting (20 to 50 pounds) and light lifting (5 to 20 pounds) is required frequently. Standing for prolonged periods, bending, kneeling, climbing, pulling, pushing, and hand dexterity to make necessary repairs.

Job Location: (Place where work is performed.)

Position operates in a shop and service station 100% of the time.

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

- Welding equipment
- Bench alignment and hydraulic devices, frame straightening machines
- Refrigerant recovery equipment
- Various pneumatic tools, e.g. sander, paint gun, polisher (tools not provided by department)
- Motor vehicles

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, Operations Supervisor IV, Fleet Operations Unit** by no later than **NOVEMBER 28, 2022**.

Outside applicants interested in being considered for the position must submit a cover letter and resume to Mindy.Davis@kcpd.org, to be received no later than **NOVEMBER 28, 2022**.

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 Lionel Colon

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Commander, Employment Unit