



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

SERIES CONCEPT

Fleet Service Workers service vehicles and/or light, medium, and heavy construction and maintenance equipment; perform preventive maintenance; issue vehicles to employees; and perform basic diagnostic and repair work.

Perform preventive maintenance; tune engines, order parts and make minor repairs to ensure equipment is in proper working condition; examine vehicle/equipment records or preventive maintenance schedule to determine the type of service required; complete requisitions for required filters and parts; check fluid levels and add or change fluids as necessary; replace filters from the engine, transmission, hydraulic and fuel systems; lubricate the vehicle/equipment in accordance with manufacturer's specifications; replace spark plugs and wires; replace brakes and adjust ignition timing; replace the distributor cap and rotor; change belts and hoses; charge or replace batteries; replace lamps; repack wheel bearings; conduct safety inspection of systems and components; code repair tasks and maintain records of work performed.

Repair or replace tires and single or multi-piece rims and wheels which includes removing the tire from the axle; deflating the tire or pumping out the calcium chloride; repairing or replacing the tire; reassembling the tire on the wheel; inflating the tire; balancing and mounting the tire.

Wash and detail vehicles/equipment to ensure a presentable appearance; steam clean the engine or entire vehicle; clean windows, upholstery and carpets.

Provide assistance to mechanics and storekeepers by picking up, delivering, and returning equipment and parts and verifying the accuracy of accompanying invoices and credit memos.

Reserve vehicles for employees; fuel vehicle/equipment; collect usage data and prepare summary reports; and schedule vehicles/equipment for service.

Perform related duties as assigned.

CLASS CONCEPTS

Fleet Service Worker IV: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, organize and direct fleet service and motor pool operations and staff.

Reserve motor pool vehicles for employees; arrange for rental cars if additional vehicles are required to supplement the fleet; assign drivers to transport employees to and from the airport; explain agency procedures and resolve complaints regarding vehicles or service.

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CLASS CONCEPTS (cont'd)

Fleet Service Worker IV (cont'd)

Schedule vehicles/equipment for service and repairs; review preventive maintenance schedule or vehicle/equipment records to determine which are due for service; contact vehicle drivers or maintenance workers to arrange for vehicle/equipment to be brought to the shop; inspect vehicles/equipment and prepare work orders; determine the extent of required vehicle/equipment repairs and assist with diagnosis of problems; assign work to appropriate staff member and review completed work.

Order fuel, tires, service and maintenance supplies to maintain an adequate inventory; review past expenditures, calculate future requirements, and complete requisition forms.

Maintain vehicle/equipment records; review and code work orders; enter data into a computer and generate management information reports; monitor vehicle/equipment performance and make recommendations regarding vehicle/equipment purchases to agency management.

Supervise Fleet Service Workers and support personnel including hiring and providing training and technical assistance; assign and review work, initiate disciplinary actions, and evaluate performance.

Ensure personnel comply with federal and State laws and regulations and division policies and procedures; ensure compliance with procedures established for the use and disposal of hazardous materials.

Fleet Service Worker III: Under general supervision, incumbents perform the full range of duties described in the series concept, perform the more extensive maintenance and repair work, and may serve as leadworker to other Fleet Service Workers. Incumbents at this level are distinguished from lower level Fleet Service Workers by the variety and complexity of work and the scope of responsibility. This is the journey level in the series.

Perform preventive maintenance work on a wide variety of light, medium and heavy equipment from many different manufacturers in accordance with the service requirements and manufacturers' specifications. At this level, incumbents also perform repairs such as repairing or replacing brakes, shocks, alternators, and pumps.

Complete emission inspections and make required component adjustments; perform repairs such as repairing, rebuilding or replacing brakes, shocks, U-joints, alternators, water pumps, carburetors, various switches and gauges; and transmission seals.

Fleet Service Worker II: Under general supervision, incumbents perform some of the duties described in the series concept. More complex diagnostic and repair work is referred to higher-level Fleet Service Workers, supervisor, mechanic or outside repair facility. Positions in this class function below the journey level and assist Fleet Service Worker III's; progression to the journey level is not automatic.

Fleet Service Worker I: Under close supervision, incumbents perform one or more of the routine and less complex duties described in the series concept such as delivering parts; washing and detailing vehicles/equipment; checking fluid levels and adding fluids; and checking tires for proper air pressure and wear. Positions allocated to this class do not progress automatically to the next level in the series.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

INFORMATIONAL NOTES:

- * Some positions may be required to obtain a Class A or Class B commercial driver's license.
- * Some positions may be required to obtain an emission control inspector's certificate.

FLEET SERVICE WORKER IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of increasingly responsible experience in performing preventive maintenance work on a wide variety of light, medium and heavy vehicles from many different manufacturers in accordance with the service requirements and manufacturers' specifications; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Fleet Service Worker III in Nevada State service. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: common methods, tools, and equipment used in the adjustment and repair of vehicles/equipment maintained by the agency to which assigned. **Ability to:** schedule vehicles for use and anticipate the need for additional vehicles; establish, monitor, and maintain a preventive maintenance schedule for a fleet of vehicles/equipment; determine whether staff, another work unit, should complete repairs or an outside vendor based on the extent of repairs, capabilities of staff, and time and equipment required; train staff in new methods and procedures; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency and division rules, policies, and procedures pertaining to fleet service operations; State administrative regulations, policies and procedures regarding personnel and purchasing; State and federal regulations regarding the use and disposal of hazardous materials. **General knowledge of:** principles and practices of supervision and training. **Ability to:** establish work unit priorities, delegate assignments, and train, motivate and supervise staff; interpret policies and procedures; obtain information and resolve problems; plan and direct work unit activities in a manner that utilizes personnel, facilities, and equipment most efficiently and effectively; gather, compile and analyze information required to project future requirements for materials, supplies, equipment and personnel.

FLEET SERVICE WORKER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of garage service or automotive repair experience which included responsibilities for diagnosing and performing basic vehicle/equipment repairs and adjustments; performing preventive maintenance on a variety of vehicles/equipment; and maintaining vehicle/equipment records and reports; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Fleet Service Worker II in Nevada State service. (*See Special Requirements and Informational Notes*)

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MINIMUM QUALIFICATIONS (cont'd)

FLEET SERVICE WORKER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles of automotive repair and preventive maintenance; common methods of hand and power tools and other equipment used in the adjustment and repair of vehicles/equipment; **Ability to:** work independently and follow through on assignments with minimal direction; interact diplomatically with vehicle/equipment users to explain policies and resolve complaints. **Skill in:** performing preventive maintenance activities for a variety of vehicles/equipment; diagnosing routine mechanical/electrical failures and determining which repairs are necessary to restore a system to proper working condition; performing vehicle maintenance and repair work on light, medium and heavy equipment and vehicles; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies and procedures pertaining to garage service operations. **Skill in:** operating a variety of diagnostic equipment including computerized engine analyzers and quickly and accurately interpreting the resulting information.

FLEET SERVICE WORKER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of garage service or vehicle/equipment maintenance experience which included responsibilities for performing preventive maintenance, tune-ups, minor vehicle/equipment repairs and adjustments, and changing, separating, repairing, and balancing tires; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Fleet Service Worker I in Nevada State service. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: routine service requirements for vehicles/equipment including types of fluid, and appropriate fluid levels and air pressure; safe working procedures and the proper use, storage, and disposal of hazardous materials; preventive maintenance requirements and basic repair procedures for the vehicles/equipment. **Ability to:** prepare work orders and code according to agency procedures; follow vehicle/equipment preventive maintenance schedules; maintain records and compile information to prepare reports; coordinate reservations for vehicles with vehicle availability; establish and maintain cooperative working relationships with co-workers, agency personnel and staff from outside agencies and vendors; detect mechanical problems and determine appropriate repairs. **Skill in:** changing, repairing, and balancing various types of tires used on vehicles/equipment; conducting thorough safety inspections of vehicle/equipment systems and components; safely using the tools and service equipment required to perform maintenance and basic equipment repair work such as wrenches, timing lights, voltmeters, battery chargers, air powered lube guns, hoists, jacks, tire changing and balancing machines; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: preventive maintenance requirements and basic repair procedures for vehicles/equipment maintained by the agency to which assigned. **General knowledge of:** State purchasing policies and procedures. **Skill in:** diagnosing basic mechanical/electrical problems and performing required repairs; and making repairs in the field.

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MINIMUM QUALIFICATIONS (cont'd)

FLEET SERVICE WORKER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of work experience which included responsibilities for fueling vehicles, checking fluid levels, and washing and detailing vehicles; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: Add or change fluids and changing tires; understand and carry out oral and written instructions; perform basic math sufficient to maintain vehicle records; read and understand parts and service manuals; write to complete supply requisitions and maintain vehicle/equipment records.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: policies and procedures of the work unit to which assigned; name and function of vehicle/equipment components and systems. **Ability to:** perform routine vehicle maintenance assignments and complete duties within required time frames.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.334</u>	<u>9.335</u>	<u>9.336</u>	<u>9.337</u>
ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC