

Fleet Service Technician, Motor Pool

Annual Salary: \$24,939.20 Grade: 14 (Employees: Refer to Civil Service Rule VI.3.1 and VI.17 for promotional rate) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.

Benefits Offered: 19.38% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill vacancies in the Motor Pool department and future vacancies as they occur.

Kind of Work

The purpose of this classification is to perform skilled and semi-skilled automotive maintenance and repair services on small engines, medium to heavy duty vehicles and equipment. Performs routine vehicle and equipment maintenance: greases, lubricates fuels and washes all vehicles; maintains proper oil, water, brake, and transmission fluid levels; maintains proper air pressure in tires; performs brake jobs; services air- conditioning; changes oil and filters; services batteries; cleans engines. Rotates and/or changes tires, mounts tires, fixes flats: uses Tire Shop remount and mount equipment following the outlined safety procedures.

Minimum Applicant Qualifications:

- HS diploma or GED, along with vocational or technical training in automotive maintenance or repair preferred; 6 months of experience in the routine maintenance of vehicles and equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess a valid driver's license.
- Will be required to obtain a valid Louisiana driver's license upon hire and maintain throughout employment for this classification.
- **Will be required to obtain a Louisiana CDL-B driver's license with appropriate endorsements within five (5) months of hire.**
- May be required to obtain a Louisiana Motor Vehicle Inspections certification. If required, must obtain within six months of hire.
- **Motor Pool Department may be required to obtain a Louisiana CDL-B driver's license with appropriate endorsements within five (5) months of hire.**

**Work Schedule:
40 Hours per Week**

Kind of Examination

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank

applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.

Accepting paper applications: Until filled

**COMPLETE A PAPER APPLICATION AT:
WWW.CITYOFALEXANDRIALA.COM UNDER OUR EMPLOYMENT PAGE**

Completed applications may be submitted in one of the following ways:

- a. **Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street
Alexandria, LA 71301**
- b. **Email: civilservice@cityofalex.com**
- c. **Fax: (318) 449-5232**

**Civil Service Department Ph. (318)449-5078 Email: civilservice@cityofalex.com
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