

Fleet Maintenance Utility Worker

Part-Time

City of Council Bluffs

JOB TITLE: Fleet Maintenance Utility Worker Part-Time

DEPARTMENT: Public Works

SUPERVISOR: Fleet Foreman; Parts Room Personnel

GENERAL JOB DESCRIPTION:

The position of part-time Fleet Maintenance Utility Worker supports the overall functions of a vehicle maintenance repair shop. This is a part-time position. Work hours will be 9:00 a.m. to 1:00 p.m. Monday through Friday. The work will be both indoors and outdoors.

DUTIES AND RESPONSIBILITIES:

- Pick up and deliver parts
- Clean in and around the facility
- Transfer fuel readings from remote sites
- Complete checklist of fuel site compliance
- Maintain landscaping
- Other duties as assigned

QUALIFICATIONS FOR THE JOB:

Education:

- High School Diploma or General Equivalency Diploma (GED)

Skills:

- Ability to listen and understand directions
- Familiarity with the Council Bluffs, Iowa, metro area
- Courteous with citizens and vendors

Other:

- Valid Driver's License

PHYSICAL REQUIREMENTS:

- Must be able to bend and twist
- Ability to lift up to 50 pounds
- Must be able to stand or sit for extended periods of time