



FLEET ASSISTANT

PART-TIME JOB OPPORTUNITY

Hourly Range: \$11.24 — \$13.03, DOQ

APPLY IMMEDIATELY ~ Open Until Filled

THE POSITION

Under close supervision, the Fleet Assistant will assist with mechanical repair and preventative maintenance work on automotive and power equipment in the Fleet Division of the Public Works Department.

The following description of duties is explanatory but not restrictive. It is not to be construed to limit the assignment of duties and responsibilities. The incumbent will be responsible for but not limited to: pick up and deliver vehicles to outside garages; order and pick up parts and maintain inventory; road test vehicles to insure proper operation; maintain accurate inspection records; assist in general maintenance and cleanliness of automotive shop area; assist with making temporary repairs; assist with oil changes; install and service batteries; assist in mounting and balancing and flat repairs of tires; assist in servicing gasoline and diesel vehicles and equipment; and perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- One year of experience in automotive repair work
- Possess and maintain a valid California Class C Driver's License with a satisfactory driving record
- Must be at least 18 years of age at time of submitting application
- Education equivalent to high school diploma highly desirable

SPECIAL REQUIREMENTS

This position involves the ability to frequent bending, twisting, walking and lifting up to 60 pounds on a regular basis; exposure to cold, heat, noise, outdoors, vibration, mechanical and electrical equipment. Must be able to kneel, crouch, stoop, squat, crawl, climb and travel to different sites and locations.

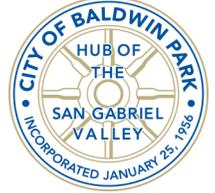
KNOWLEDGE, SKILLS & ABILITIES

- Knowledge in diesel and BIT inspection is highly desirable
- Knowledge of safety rules and practices pertaining to fleet maintenance work
- Knowledge of and ability to follow standard safety precautions to ensure safe use of equipment and tools
- Ability to operate a variety of tools and equipment used in automotive and power equipment repair
- Ability to read, write and carry-out oral and written directions utilizing the English language

City of Baldwin Park
Human Resources Department
14403 East Pacific Avenue
Baldwin Park, CA 91706
(626) 813-5207 phone
(626) 813-5284 fax
www.baldwinpark.com

City Hall Business Hours:
Monday—Thursday
7:30am—6:00pm
Closed every Friday

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias, J. "Lucky" Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.



WORKING CONDITIONS AND HOURS

This is a non-benefited, at-will part-time position with working hours to be assigned at the discretion of the Public Works Department. Applicants must be available to work flexible hours, which may include mornings, afternoons, evening shifts, weekends and/or occasional holidays. Work schedule will be on average 20 hours per week and shall not work in excess of 960 total hours per fiscal year.

BENEFITS AND COMPENSATION

Hourly compensation will depend on qualifications, prior experience and skills. Employment with the City may be discontinued at any time without cause, notice or right of appeal or hearing.

Under the California Healthy Workplaces, Healthy Families Act of 2014 and in accordance with City of Baldwin Park Paid Sick Leave Policy the successful candidate will receive 24 hours of paid sick leave in a 12-month period.

THE SELECTION PROCESS

- **APPLY IMMEDIATELY: Applications will be accepted and reviewed on a continuous basis. This recruitment is Open Until Filled and may close at any time.**
- For consideration in this job opportunity, please submit an original completed and signed City of Baldwin Park employment application.
- Applications may be accompanied by a resume describing experience, education, and/or training in relation to the requirements of the position, but will not be accepted in lieu of a completed application. Electronic submission of applications will not be accepted, nor postmarked received after the filing deadline.
- All applications will be reviewed in detail and those applicants possessing the minimum qualifications listed will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition.
- This selection process will consist of an Application Evaluation (Qualifying) and an Appraisal Interview (100%).
- The successful candidate will be required to undergo a background check which includes fingerprinting, pre-employment medical examination, including a drug/alcohol screening; and must be able to establish both work authorization and identity.

Employment applications are available through our website: www.baldwinpark.com, or may be picked up at Baldwin Park City Hall, Human Resources Department 3rd floor. For more information regarding this opportunity, please contact the Human Resources office at (626) 960-4011 ext. 207.

Submit your application by mail or in person to: City of Baldwin Park, Human Resources Department
14403 East Pacific Avenue, Baldwin Park, CA 91706
Business Hours: Monday thru Thursday from 7:30am – 6:00pm

The City of Baldwin Park is an Equal Opportunity Employer

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition.

Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.

The provisions of this bulletin do not constitute an expressed or implied contract for employment. Any provision contained in this bulletin may be modified or revoked without notice.