

Part-Time Fleet Assistant
Classification Level NE 1
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 4/25/2024

Hours: 25/week – Monday thru Friday – 7:00 a.m. – 12:00 p.m.

Apply To: Desiree Taylor

REPORTS TO: Transportation Manager

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and

This is a part-time position that works to assist with readying fleet vehicles for service.

TYPICAL RESPONSIBILITIES:

1. Responsible for compliance of preventive maintenance schedule on KAC vehicles.
2. Responsible for reporting any minor or major repairs to the Transportation Manager.
3. Responsible for daily fueling of vehicles.
4. Assist in repairing minor defects as instructed.
5. Work with outside vendors to coordinate vehicle repair work.
6. Responsible for driving all vehicles to and from maintenance appointments.
7. Responsible for the safety in the garage area including proper disposal of hazardous waste.
8. Report any lack of pre-trip inspections or inappropriate care of vehicles.
9. Complete required training.
10. Perform other duties as assigned by the Transportation Manager.

OCCASIONAL RESPONSIBILITIES:

1. Wash and sweep out vehicles.
2. Respond to road-side assistance calls.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- High school diploma, GED or equivalent
- Valid driver's license with good driving record
- Must pass a D.O.T. physical and drug test as necessary
- Must be able to read, write and follow directions.
- The ability to work effectively with a culturally diverse staff, participants and stakeholders.

PREFERRED QUALIFICATIONS:

- CDL or ability to obtain one within 90 days of hire.
- Driving and mechanical experience.
- Knowledge/experience with fleet maintenance

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 4/18/2024

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 90% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors and smell is useful.

The employee must lift and pull a minimum of 90 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, and managing resources.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.